

## School Field Trip Questions & Answers

- Q. Is my field trip a school sponsored trip or is it considered a private trip?  
A. See pages 3 and 4 of the Field Trip Procedures – Field Trip Category Flow Chart.
- Q. Why are the Field Trip Procedures such a large document?  
A. The procedures are intended to cover nearly every possible situation and provide all of the needed information related to all types of field trips (day trips, overnight trips, extra-curricular trips, etc), and we wanted that in one document.
- Q. Who can help me complete the paperwork for field trips?  
A. Ask your principal. The Field Trip Procedures committee recommended that each building have one person who would be the field trip expert.
- Q. I want to take a group of students to Silverwood. Are there any special procedures I need to follow for this type of trip?  
A. Yes. This would be considered a high risk activity and must be pre-approved by your principal and the Chief Financial Officer by using the School Sponsored Field Trip Preliminary Approval Form. Please refer to page 6, item b of the Field Trip Procedures.
- Q. What type of approval is needed for out-of-country travel?  
A. All out-of-country travel must be approved by the Superintendent by using the School Sponsored Field Trip Preliminary Approval Form. Please refer to page 19, item O of the Field Trip Procedures.