

REQUEST FOR PERMISSION FOR
EXCURSION TRIPSPROCEDURE (INS-P008)
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for requesting permission for excursion trips at the school level.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Excursion Field Trip: A trip, within the continental United States, involving an overnight stay or is a distance in excess of 150 highway miles radius or 100 air miles radius.
- 4.2 SSC: School Support Coordinator

5.0 PROCEDURE:

- 5.1 Teacher completes and submits a written request for an excursion field trip to the principal.
- 5.1.1 Written parental permission and release forms are required to be on file for each student participating in the excursion field trip.
- 5.2 Principal evaluates the information based on its relative value to the instructional program, documented athletic or band competition and approves or disapproves the request.
- 5.2.1 Approved request is submitted to the SSC or Level Director.
- 5.2.2 Disapproved request is returned to the teacher with explanation.
- 5.3 SSC or Level Director approves or disapproves all excursion trips.
- 5.3.1 Approved or disapproved request is returned to principal with explanation.
- 5.3.1.1 If an extended excursion trip of two (2) or more instructional days is requested, the request is based on the following criteria:
- 5.3.1.1(a) Academic, athletic or band competition must be documented or excursion trip must occur during non-student contact days,
- 5.3.1.1(b) Approval process must be followed, i.e. principals, supervisor, and
- 5.3.1.1(c) Trips must be financially feasible to all students.

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5.4 Principal submits Request for Special School Bus using the Trip Planner Program.

5.4.1 Requests for use of school buses must be submitted using the Trip Planner Program a minimum of ten (10) days prior to the activity.

5.5 SSC approves or disapproves according to the criteria for field trips (time, purpose, etc.)

5.5.1 Transportation Manager determines the availability of buses.

5.5.2 If the field trip necessitates the leasing of charter bus(es) see [INS-P010](#) Obtaining Chartered Transportation.

6.0 ASSOCIATED DOCUMENTS:

6.1 Policy Requesting and Obtaining Bus Transportation for Excursion Field Trips ([TRN-P009](#))

6.2 Request for Special School Bus Trip (Trip Planner Program)

6.3 Permission Slips

6.4 Release Form

6.5 Obtaining Chartered Transportation ([TRN-P010](#))

6.6 Request for Field Trips/Excursions ([TRN-F039](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for Special School Bus Trip,	Assistant Principal	Current year plus two	Discard as Desired	Secured Office
Permission Slip & Release Form	School	Current	Discard as Desired	Secured Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/17/05		Initial Release
2/22/10	A	5.2.1, 5.3, & 5.5 – Approval to Level Director or SSC, 5.4 changes from form to Trip Planner Program, Associated Documents updated, renumber section 5.3.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in “Exhibit A” of this procedure.

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Request for Permission for Excursion Trips Flowchart

