

**Policy # 41**

**EXTRACURRICULAR AND FIELD TRIP POLICY**

When the District has provided transportation to students to a school sponsored field trip, extracurricular activity or other similar event involving the use of School District transportation services, the School District shall return all students to the point of departure unless the parent or legal guardian of the student has provided the District with written notice authorizing an alternative form of return transportation of such student. If intervening circumstances make School District transportation of any one student impractical, then a chaperone shall remain with the student until the parent(s) or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical and such student and the parent(s) or legal guardian are together in the same location.

First Reading:	April 5, 2017
Second Reading:	April 24, 2017
BOE Adoption:	April 24, 2017

**EXTRACURRICULAR EVENTS AND FIELD TRIP FORM**

I have read this field trip or extracurricular activity transportation policy. I agree to abide by the policy and I understand that I may be asked to remain with the student if return transportation for the student is impractical.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Chaperone**

Please note that the second paragraph of the policy is in the policy in order to provide chaperones with notice that they may be called upon to remain behind. Accordingly, the document should be signed and dated by chaperones before the commencement of the trip. We suggest the following as a sign-out form:

**Extracurricular or Field Trip Transportation Release**

I hereby authorize my son or daughter to be transported from the District sponsored extracurricular activity or field trip in the manner described below:

**Date of Activity** \_\_\_\_\_

**Name of Student** \_\_\_\_\_

**Alternate Transportation\***

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent or legal guardian**

\*Please indicate the name of the individual transporting the student.