



**COLLEGE READY.
CAREER READY.
LIFE READY.**

BOARD OF EDUCATION

Jorge E. Diaz, *Superintendent*

REGULAR FIELD TRIPS

Regular field trips must be requested twice a year in the fall and spring. Administrators will be asked to fill out a fall request in late August/early September and December/January for the spring request via google sheets.

All information including dates, pickup/drop off times and the location address, must be extremely accurate. Do not request trips requiring transportation haphazardly as a “guess” or a “maybe”. We will be assigning the school bus to the majority of trips requiring transportation. Any deviation from the request will result in an underutilization of the bus and possibly a missed opportunity for other students. Trips requiring transportation where the district bus is unavailable will be sent out for Bid. Do not over request, as there is a limited field trip transportation budget. Most trips in the area average between \$500- \$750.

Additional field trips needed and not included on your fall and spring request will be considered as opportunities pop-up during the school year. All trips require Board Approval. Please see procedures for “Additional Field Trips”.