

## Instruction

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: FIELD TRIPS (DURING SCHOOL HOURS)**

	<u>Responsibility</u>	<u>Action</u>
Teacher		1) a. Discusses field trip with Principal. b. Completes Field Trip Request Form/ Instructional Plan if necessary and submits formal written request to Principal at least three (3) weeks before trip.
Principal		2) a. Approves field trip. b. Forwards field trip request form to Superintendent.
Superintendent		3) a. Approves or disapproves request. b. If disapproves, notifies Principal.
		or
		c. If approves, forwards request to Transportation Supervisor.
Teacher		4) a. Secures written parental/legal guardian permission. b. Selects chaperones. c. Collects any fees. d. Makes final arrangements.