

## Instruction

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

	<u>Responsibility</u>	<u>Action</u>
Teacher		1) a. Discusses field trip with Principal. b. Submits Field Trip Request Form at least six (6) weeks prior to the scheduling of an overnight field trip if necessary, with details regarding lodging, meals, chaperones, etc. to the Building Principal.
Principal		2) a. If disapproves, returns field trip request and informs teacher of decision. b. If approves, forwards request to the Superintendent.
Superintendent		3) a. Approves or disapproves request. b. If approves, forwards request to Transportation Supervisor. c. If disapproves, returns request to Building Principal who notifies teacher of rejection. d. Notifies Building Principal of Board action.
Principal		4) Submits Superintendent's decision to teacher. If approved, makes appropriate arrangements with teacher.
Teacher		5) Makes final arrangements for trip.

## Instruction

**SUBJECT: OUT-OF-COUNTRY TRIPS**

<u>Responsibility</u>	<u>Action</u>
Organization	1) Submits request and rationale for out-of-country trip to the building administrator at least three (3) months prior to proposed trip.
Building Administrator	2) Notifies Superintendent of request for trip along with recommendation of rejection or approval.
Superintendent	3) a. Reviews request and recommendations of building administrator. b. Provides School Board with information regarding the request and rationale.
School Board	4) Makes decision on request for trip.
Superintendent	5) Notifies appropriate building administrator of Board decision.
Building Administrator	6) Notifies organization of Board decision.