

CLARK COUNTY SCHOOL DISTRICT REGULATION

6142

FIELD TRIPS

- I. Teachers planning for a field trip shall provide for:
 - A. Signed approval for the field trip from the school principal.
 - B. Approval of the owner or manager of the establishment to be visited in advance of the visit date.
 - C. Responsible Clark County School District employees to supervise students on each bus.

- II. The principal shall be responsible for the following field trip details:
 - A. Certify that the teacher's field trip plans are adequate and that the trip is justified in terms of educational objectives to be achieved by personally signing the request submitted by the teacher for approval.
 - B. See that each student has a field trip permit signed by the parent or legal guardian prior to the student leaving the school grounds for the field trip. The permit should be returned to the principal one week prior to the date of the trip. These field trip permits are to be kept on file for the entire year.
 - C. Arrange with the Director of Transportation for the use of the bus at least two weeks prior to the field trip presenting the request in writing on the appropriate form.

Review Responsibility: Instructional Division
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