

**AUBURN SCHOOL DISTRICT
FIELD TRIPS AND EXCURSIONS**

Field trips shall be authorized by the Principal.

Teachers requesting permission to take his/her class off school grounds will submit the details of such a trip to the Principal. A consent form will be sent to the parents and/or guardians of each participating child. No child may leave the school grounds on a field trip unless the form has been signed by the parents and/or guardians.

Consent forms of those attending will be filed with the Principal before the trip.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be received by the Principal before the trip will be taken.

Any overnight or out-of-state field trips must have the approval of the Board.
Field trips that occur on an annual basis must be approved by the Board every year.

Adopted: November 14, 2000
Revised: June 9, 2009