

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 8400-01
SUBJECT: STUDENT ACTIVITIES CONDUCTED AWAY FROM SCHOOL PREMISES	DATE OF ISSUE: 12/17/18 <hr/> REVISIONS: <hr/> PREPARING OFFICE: TEACHING AND LEARNING

I. PURPOSE:

To establish procedures to be used in approving school-sponsored field trips and student travel.

II. PERSONNEL AFFECTED:

- A. All administrators approving field trips and student travel.
- B. All certified personnel.
- C. Students, patrons, and school employees participating in school-sponsored field trips and student travel.

III. PROCEDURE:

- A. The person originating the field trip must complete the application "Request for Field Trip," Form 8404-00, and comply with all instructions thereon.
 - 1. For in-state and KC metro travel, the form should be completed and submitted to the school administrator for approval.

When parents, patrons, school employees, or students furnish transportation, a verification of valid driver licenses and insurance shall be required. Senior high students, 16 years of age and older with prior parental and principal approval, may be permitted to drive on field trips and transport other students. If parents do not wish their children to ride with other students on field trips or transport other students, they should so inform the building principal in writing.

- 2. For out-of-state travel, the form should be completed and submitted to the school administrator for review and the Assistant Superintendent for Teaching and Learning for approval. The Assistant Superintendent for Teaching and Learning may request additional information be provided prior to approval.

STUDENT ACTIVITIES CONDUCTED AWAY FROM SCHOOL PREMISES

- 3. For travel outside the continental United States, the form should be completed and submitted to the school administrator and the Assistant Superintendent for Teaching and Learning for review and the Board of Education. The Board of Education may request additional information be provided prior to approval.**