



Local Field Trip Approval Form during COVID (through June 30, 2022)

All field trips must be pre-approved by the building administrator prior to any planning or advertisement. All out-of-state or overnight field trips must also be approved by the Board of Education prior to any planning or advertisement. (Policy 2340 and 8640)

Due to increased mitigation safety measures that are required of all school operations, all field trips must (1) adhere to additional safety measures and (2) must be approved by the building principal *and* Superintendent prior to any planning or advertisement. The form below shall be used for *any* field trip, regardless of location or duration.

Instructions

Step 1: Submit and Review Local Field Trip Approval Form

All requested field trips must be reviewed and approved in advance. Please complete the COVID field trip approval form (page 2) and email it to your building principal. Your administrator will review the information and schedule a time to discuss your plans with you. This needs to be done before making any travel arrangements, announcing or advertising the trip, or asking families to complete forms.

Field trips will be considered for approval based on the following:

- Locale
- Duration
- Directly related to curriculum requirements
- Students must follow NVPS safety protocols
- Destination must follow NVPS safety protocols
- Sufficient staff to chaperone (no non-staff chaperones)

Step 2: Approval Process

1. Staff member completes Field Trip Request Form (page 2).
2. The building principal/administrator reviews the request and either approves/denies based on criteria.
3. If the trip is conditionally approved, the principal/administrator sends (via email) the completed Field Trip Request Form to Lisa Wieringa.
4. Form is reviewed by the Superintendent or his designee.
5. If approved, the form is returned (via email) to the staff member, building principal/administrator, and BAA.

Step 3: Staff Member Completes Required Checklist

The following items must be confirmed prior to the start of any field or other District-sponsored trip.

- Approved Field Trip Request Form
- Transportation Coordination ([How to make a Vehicle Request](#))
- Parental Consent On File
- Medical Emergency Plan
- First Aid Supplies and Student Medications
- Food and Water (if applicable)
- Destination Visiting Agreements and Permits (if applicable)