

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 213
PROGRAM**

FIELD TRIPS AND EXCURSIONS

Appendix A

Date:

To:

From: Superintendent

Subject: Out-of-State Field Trip

The request submitted for the _____, field trip to _____, on _____ is approved if the following conditions have been met:

1. The parents have been informed of the trip and have given their written permission for their student(s) to participate.
2. The students will be appropriately chaperoned by a responsible adult(s) at all times while on the trip including the overnight portion of the trip(s).
3. The students will be traveling in a school bus/van or one chartered by the Carson City School District. If chartered, the company providing the service is licensed to provide such service and has the appropriate insurance required to provide such service.

If any of the above conditions are not met, the trip cannot be approved.

If you have any questions regarding the above, please call me at 283-2100.

Please check the appropriate line and return to my office **prior to the scheduled date of departure.**

1. _____ The above conditions have been met in full.
2. _____ The above conditions have not been met, and I am withdrawing the request.

Principal's Signature

Date

Reference: Policy and Regulation 213
Adopted: July 25, 2017