

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 6450-1</b>
<b>SUBJECT:</b>  <b>FIELD TRIPS AND SCHOOL PICNICS</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 12/11/13</b> <hr/> <b>PREPARING OFFICE:</b> <b>INSTRUCTION AND LEARNING</b>

**I. PURPOSE:**

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

**II. PERSONNEL AFFECTED:**

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

**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.
- B. 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.
- C. One picnic involving school time may be planned during the school year in the elementary schools. Any other picnic, elementary or secondary, during the school year should be outside of school time. In the elementary schools, it is advisable that picnics planned for the end of the school year be held during the last two weeks of school, preferably the last week. It is desirable that picnics be held during the last quarter of the day. In no case should a picnic involve more than an afternoon of a school day. School-sponsored picnics shall be held on school property or at a city park.