

Trip Request Procedures

**Travel in Valley Center, to KSHSAA, KSDE, or similarly sponsored in-state competitions or activities are not included in this policy.

A **field trip's** primary purpose is an extension of learning/instruction that has taken place in the classroom. It is tied to specific curriculum standards, and specific learning activities.

An **activity trip**, can be related to a class or learning activity, club, or organization. They include fun trips to events such as Shocker games, reward parties, or other non-classroom learning related trips.

If field trip requests, approved by the principal, are received in the assistant superintendent's office by September 20, no transportation fees will be assessed if the destination is within a 30 mile (one-way) driving distance of the Valley Center District Office (as measured by Google maps).

All activity trips will be assessed the state-approved per-mile fee. Field trips not meeting the guidelines above will also be assessed the per-mile fee.

Trip Request Protocols:

1. Teacher/Sponsor sends request to principal. Request to include:
 - a. Date of trip.
 - b. Location(s) List all stop locations
 - c. Departure Time / Return Time
 - d. Class/organization attending
 - e. Educational Objectives of trip, including direct relationships to the course curriculum and/or classroom learning activities.
2. If principal approves, sends request to Asst. Superintendent
3. Assistant Superintendent determines if transportation fees should be assessed.

A per-mile transportation fee will be assessed when:

1. The field trip request was not received in the DO by September 20;
 2. The trip is outside of the 30 mile one-way driving distance; or
 3. The trip is an activity trip.
4. Once any fees are assessed, the assistant superintendent sends the approved request to the transportation department and principal. If fees are assessed, the form will also be sent to the Director of Finance.
5. Transportation department schedules trip and sends notice to principal and requestor.
6. Payment for transportation fees, as stated on approval form, must be received prior to trip.

Out of State Activity Trip (greater than 200 miles) or National Competitions

1. Teacher/Sponsor sends "Out of State Travel Request Form" to principal at least two months in advance if possible. Request to include:
 - a. Dates
 - b. Location
 - c. Departure Date / Return Date

- d. Class/organization attending
 - e. Objectives of trip
 - f. Mode of transportation
 - g. Lodging arrangements
 - h. Trip Itinerary/Schedule
 - i. Funding arrangements. All such trips must be funded with no additional support from the district.
 - j. District transportation may be used, however, those costs will be assessed to the group.
2. If principal approves, sends request to superintendent
 3. Superintendent determines if trip is appropriate, and puts on BOE agenda.
 4. Principal/Sponsor/Teacher attends BOE meeting to answer any questions.
 5. BOE approves/denies request for trip.