

SCHOOL SPONSORED STUDENT TRIPS: OVERNIGHT, OUT of STATE, AND DAY EXCURSIONS

Local field trips shall have the prior approval of the building principal. Advance consent of the student's parent or guardian is required for any excursion or off campus trip. Eligibility consideration shall included attendance, grades, and disciplinary records to meet trip eligibility requirements. See building principal for eligibility of students before submitting the student roster that will attend.

No overnight trips or out of state trips will be permitted without prior board approval. Only GPS employees may be allowed on trips paid for from GPS or student activity funds. Only sponsors assigned by contract for the specific organization or team and any additional GPS employees needed for supervision shall act as official GPS sponsors. Non school employes or students not participating in the organization's program are not permitted to attend on GPS provided transportation or be compensated with GPS funds for admission or other expenses.

If a need arises for additional sponors not assigned by contract to the team or organization, the principal shall be notified. The superintendent will be consulted for a final determination before a decision is made justifying added GPS sponsors. No Student funds will be provided for sponsors as cash payments. The requesting organization may provide meals and admissions expenses for sponsors from their activity account via school issued activity card/PO, with itemized receipts required.

Out of state or overnight trips:

ALL OUT OF STATE OR OVERNIGHT TRIPS REQUIRE, WITHOUT EXCEPTION, prior GPS board approval. This should be requested prior to the next GPS Board meeting date to be placed on the agenda for consideration.

Failure to request approval from the board, by the sponsor, in a timely manner before the board can meet and consider the request shall result in a denial of the request. No exceptions can be made for scheduled events or activities that were known in advance of a schedeuled GPS Board meeting and not requested. Exception: Qualifiacation by a team to participate in an event not know before the meeting date. The event must still be boe pre approved before attending. Plan in advance.

Requesting of trips for overnight and out of state:

Complete the following and submit to the superintendent before the next meeting of the school board aganda posting.

Name of requesting organization: _____

Event: _____ Date (s): _____ Location: _____

Out of state or Overnight: _____ Transportation: School or Comercial Carrier

Sponsor (s) Requesting to attend: _____

Number of Male students: _____ Number of Female Students: _____

Students attending-attach list if needed. Final roster to be turned in prior to departure to principal.
