



DENVER PUBLIC SCHOOLS

Educational Extended Excursions

CRITERIA FOR APPROVAL OF EXTENDED EXCURSIONS

All extended excursions must be approved by the building principal. Central office approval is required on ANY OVERNIGHT excursion.

A copy of this form must be sent to your Area Superintendent's office at least three (3) weeks before a planned overnight excursion. ORIGINAL LEAVE FORMS MUST BE ATTACHED FOR ALL DPS PERSONNEL GOING ON EXCURSION.

School _____ Phone _____ Person in charge _____

Group Name (club, class, etc.) _____

Destination of excursion _____

Nature of excursion _____

Departure Date _____ Time _____ Return Date _____ Time _____

Please attach a schedule to account for the time between departure and return.

No. of: School Days _____ Non-school days _____ Nights _____

Students going: Male _____ Female _____ Total _____ Teachers going _____ Others going _____ (List names below)

Number of teacher(s) needing substitutes _____ Date(s) _____ Time _____ a.m. to _____ p.m.

Names of certificated teachers for coed group:

Male _____ Female _____

Teacher(s) needing substitutes: _____

Subjects/grades to be covered: _____

Names of other teachers: _____

Names of other adult volunteers: _____

Costs and source (Please itemize and list who will pay how many dollars of each cost item.)

	Local school funds	Participants		Other
		Adult	Student	
Transportation				
Food				
Lodging				
Substitute Teacher(s)				
Student Insurance (#Students x #days x \$.13)				
Other (Specify)				

TOTAL COST: _____

FOR CENTRAL OFFICE USE ONLY		
Item	Amount	Source
Student Insurance	_____	_____
Substitute Teacher(s)	_____	_____
_____	_____	_____
_____	_____	_____

Please attach additional sheet if necessary to clarify the budget.

Approved by: _____

Principal's Signature

Please check the boxes below to indicate that the following essential preparatory steps have been accomplished; include an explanation when necessary.

The site has been reconnoitered and the facilities adjudged adequate and appropriate for the proposed activities. (Please list and describe the facilities.)

Permission (when applicable) has been secured from a representative of the agency to be visited.

Short Leave of Absence has been approved for every teacher going on excursion and signed with the appropriate signatures; leaves are attached to this form.

Each pupil attending has a list telling exactly what clothing, equipment, etc., are needed for the excursion. (Please attach a copy.)

Pupils have indicated their acceptance of the guidelines, rules, and regulations which will prevail during the excursion. (Use Pupil Participation Release form.)

Parents have been informed concerning the demands of this specific excursion, and they have granted written permission. (Use Parent Permit for Pupil to Participate in an Extended Excursion form.)

Health records indicate that each pupil is physically able to participate.

Parents have granted permission in writing for the teacher(s) in charge to hospitalize or have a student given emergency medical treatment. (Use Special Power of Attorney for Medical Care form on the reverse of the parent permit form.)

A "telephone tree" or other means of notifying parents in case of emergency has been established. Please describe.

Procedure in case of emergency (illness, accident, or disciplinary problems) has been established. Please describe.

Transportation that is safe, insured, and adequate has been arranged; please list the mode of transportation to be used, e.g., Greyhound Bus, etc.

Provisions for food and for personal accommodations have been made. Please explain briefly.

The school secretary has been informed of the dates that substitute(s) will be needed.

If disabled students are going to travel with the group, ensure that plans have been made to meet their special needs.

Purpose(s) of Extended Excursions:

What learning activities will take place during the excursion?

What educational activities are planned for pupils who choose not to attend the excursion?

What arrangements have been made for pupils who cannot pay special fees or assessments to enable them to take part in the excursion?

Give information regarding anticipated fund-raising activities.

Excursion Director's Signature

Date

Note: Upon completion, all extended excursions must be reported on the Report of Extended Excursion form. The reports are essential to planning for subsequent excursions and for budget requests.