



4. If any student is injured during the field trip/activity (including transportation to or from the field trip/activity), the sponsor shall forward the original signed permission form

shall then approve the field trip/activity as proposed, approve the field trip/activity with required changes, or deny the field trip/activity in writing on the District request form. If the field trip/activity is approved, the assistant superintendent shall specify on the form: (a) the District employee who shall serve as the sponsor; (b) the District employee who shall serve as the safety coordinator; (c) the content of the safety and emergency response plan; (d) the number and qualifications of adult chaperones required for student supervision; and (e) the mode(s) of transportation to be used.

6. The assistant superintendent shall notify the risk manager and the school principal of the action taken on the proposed field trip/activity, and shall forward the documentation specified in paragraph 5 of this section to the risk manager. If the proposed field trip/activity is approved, the risk manager shall notify the school nurse and provide the nurse with copies of any documents required to properly advise District staff on health and safety issues regarding the field trip/activity.
7. If the field trip/activity is approved, and before it occurs, the designated safety coordinator shall complete all required trainings.
8. If the field trip/activity is approved, and before it occurs, the risk manager shall send a field trip packet to the sponsor approximately forty-five (45) days prior to the departure date, if possible. The packet shall include the following forms, which