

NORTH NEWTON SCHOOL CORPORATION

ADMINISTRATION OFFICE

310 South Lincoln Street - PO Box 8

Morocco, Indiana 47963

Phone: (219) 285-2228

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"North Newton School Corporation: Engage. Educate. Empower."

REQUEST FOR FIELD TRIP APPROVAL

LVE__ LE__ ME__ NN__	Date Submitting Request: _____	Trip Date _____
Name/Type of Activity _____	# of Students _____	# of Supervisors _____
Destination (Place/City/State) _____		
Number of Substitutes _____	*Staff Member is responsible for the substitute pay of \$75.00 per day. Grade Level _____	
Mode of Travel _____	Point of Departure _____	
Departing Time _____	Returning Time _____	Handicapped Transportation Needed ___Yes ___ No
How is field trip financed? _____	Cost per Student _____	Permission Slips Obtained ___Yes ___ No
Bus Driver(s) Name(s) _____	_____	
	Signature of Teacher/Sponsor In Charge	
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BUILDING PRINCIPAL ___ Approved ___ Rejected	_____	
Date _____	Signature of Building Administrator	
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To be submitted for final approval.		
ACTION BY SUPERINTENDENT _____	Approved _____	Rejected _____
Date Received _____	_____	
	Signature of Superintendent or Designee	

NNSC SCHOOL BOARD ACTION ___ Approved ___ Rejected

Date Approved _____

Sponsor Information

Request for field trip approval is to be submitted to the school principal two weeks in advance of the trip. Out of State, overnight and extended beyond the school day field trips require School Board approval. Forms must be submitted to Central Office ten days prior to School Board Meeting for School Board action to take place. All field trip requests must have final approval from the Superintendent prior to the trip.

The North Newton School Corporation believe that family time is a need in our society. The following guidelines will apply for all school sponsored groups: Wednesday Evenings Events: All events must conclude by 5:30 p.m. (CST) with students out of the building by 5:40 p.m. (CST). The Superintendent of Schools can make an exception if a written request is made two (2) days prior to the event. Sunday Events: All events must start after 1:00 p.m. (CST) and end by 4:30 p.m. (CST), with students out of the building by 4:40 p.m. (CST). The Superintendent of Schools can make an exception if a written request is made two (2) days prior to the event. School Grounds and Facilities will not be used during these times.

