

## **FIELD TRIPS AND EXCURSIONS**

Educational field trips will be planned in accordance with the following guidelines.

1. The teacher shall review the educational value of the field trip and receive the principal's approval prior to making arrangements for the field trip.
2. The teacher will provide parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and in itinerary when a field trip will extend beyond the school day.
3. One or more adults, in addition to the teacher, will accompany each class on field trips unless other arrangements have been approved by the principal. Teachers are responsible for informing the accompanying adults of their duties and responsibilities.
4. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children.
5. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
6. Student safety will be a primary consideration.
7. School buses or school vehicle will be used for transportation whenever possible. The use of private vehicles by staff members and/or parents for transporting small groups of students may be authorized in certain instances with the approval of the principal.
8. Requests for school bus transportation will be channeled through the principal.
9. Students will not be permitted to leave the field trip group during the trip unless they are released to parents.
10. The funding necessary for any activity trip or field trip sponsored by the school will come from district monies, and be approved by the Principal.
11. Parental permit slips will be required. No student will be required to go on a field trip if their parents do not approve.

Adopted: 12/9/85

Revised: 11/09/98