

## **Field Trips and Excursions**

The following special guidelines are set to implement the planning of field trips and excursions as part of, and directly related to, classroom learning activities:

1. Obtain approval from the principal;
2. The use of private vehicles is prohibited unless approved by the superintendent and/or principal;
3. Students will not be permitted to leave the group during the trip unless prior written arrangements are made by their parents;
4. One or more adults in addition to the teacher may accompany each class;
5. Acceptable standards of conduct will be discussed with the students in advance of the trip. Students who cannot be self-controlled or teacher-controlled may be excluded from attending the trips;
6. The buddy system or partners is recommended to assure constant awareness of each student's whereabouts, needs and participation;
7. Should an emergency situation occur, the principal will be notified as soon as possible;
8. Parental permission is required for each participating student of all trips that extend beyond the normal school day;
9. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, a detailed itinerary and arrangements for transportation home following the return to school.