

Field Trips

Educational field trips shall be planned and conducted in accordance with the following rules:

1. The teacher shall review the educational value of the trip with the principal in relation to district policy and receive the principal's approval prior to making arrangements for the trip. Recreational trips are strongly discouraged and should be allowed only when there are unusual circumstances that can contribute to student academic success.
2. A parental permission slip is required for each student taking field trips. Parental permission slips will include assurances of accessibility for students with disabilities.
3. The teacher will provide parents and school office with information listing the purpose, the destination, transportation means, date and time of departure and return, and eating arrangements. Principals should require additional information as needed to guarantee that trips are well organized, meaningful and safe.
4. Teachers will obtain parental assistance to help with student supervision unless specifically exempted by the principal.
5. Volunteers participating in a field trip must complete the district's volunteer form process and clear any required background checks.
6. Teachers shall review acceptable standards of conduct with students in advance of departure. The teacher has primary responsibility for conduct of the students and must instruct parent supervisors regarding safety and conduct rules.
7. All field trips should be organized and led by a teacher. Any exception shall be submitted to the superintendent for final approval.
8. Student safety is a primary consideration required in planning all field trips. A first aid kit including an epinephrine pen shall be sent along with the teacher. A staff member trained in first aid and epinephrine administration shall be available on the trip.
9. The buddy system, or partners, is recommended to assure constant awareness of student safety.
10. Transportation should be provided by the district in approved vehicles. Plans that include private transportation shall be reviewed with the superintendent or his/her designee.
11. Arrangements for school transportation must be made by the principal or their designee. Requests must be filed with the transportation supervisor no later than 10 days prior to the trip. Transportation requests should include any specialized requirements for students with disabilities.
12. Students will not be permitted to leave from the field trip prior to returning to school.