

Field Trips and Excursions

Educational field trips will be planned and conducted in accordance with the following procedures:

1. All student trips, and the arrangements for them, must have the approval of the school principal.
2. The teacher will review the value of the trip with the principal and receive approval prior to making arrangements for the trip.
3. A parental permission slip is required for each elementary student participating in the trip, including walking or bicycling excursions.
4. The teacher will provide the parents with information concerning the purpose and destination of trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
5. One or more adults in addition to the teacher (ratio: 1 adult to 10 students) will accompany each class on field trips unless otherwise approved by the principal. Teachers are responsible for informing accompanying adults of their responsibilities.
6. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of students.
7. 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.
8. Students' safety will be a primary consideration.
9. Should an emergency situation occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
10. School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips. The use of private vehicles by staff members and parents for transporting small groups of students may be authorized, provided the driver has the required liability insurance. Transportation by students will not be permitted.

11. Requests for school bus transportation will be channeled through the principal to the director of transportation. Any requests for special commercial transportation will be submitted to the school principal.
12. In order to secure maximum educational benefit from a field trip experience, students will be oriented for the trip in advance. There will be adequate follow-up and tie-in of field trip experiences with classroom activities and discussion after the trip.