

## **Field Trips and Special Events**

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

1. The teacher shall review the educational value of the field trip with the principal and receive the principal's approval prior to making arrangements for the field trip;
2. A parental permission slip required for each child participating in the trip. Slips will be available in each school office;
3. 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;
4. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the principal. Teachers are responsible for informing accompanying adults of their duties and responsibilities;
5. 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. Children who cannot be self-controlled or teacher-controlled may be excluded from field trips;
6. 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;
7. Student's safety will be primary consideration with first aid kits required on all field trips;
8. The buddy system, or partners, is recommended to assure constant awareness of each child's whereabouts, needs, participation;
9. Should an emergency situation occur, the teacher is responsible for notifying the principal as soon as possible;
10. Use of private vehicles should be discouraged;
11. Arrangements for buses are to be made through the principal with teachers ordering buses at least five days in advance of the trip. Normally, bus capacity will be based on three children per seat; however, teachers may specify two children per seat when ordering the bus. Bus application blanks will be available in each school office;

12. Children will not be permitted to leave the field trip group during the trip;
13. If children return to the school from a trip after school hours, the teacher and the principal should make provisions for their safe departure home, taking into account the age of the students and the hour.