

FIELD TRIPS PROCEDURES

Field trips must be planned and carried out in accordance with the following guidelines:

1. The teacher shall review the essential outcomes/educational standards of the field trip and explain to the principal how the standards will be assessed. The teacher must receive the principal's approval prior to making arrangements for the field trip.
2. The teacher will make a reasonable attempt to provide parents with information concerning the purpose and destination of the trip, transportation and eating arrangements (if applicable), date and time of departure, estimated time of return, and an itinerary when a field trip will extend beyond the school day. This information may be provided via the course syllabus or through correspondence given to students/parents.
3. The teacher will also notify colleagues within their building of upcoming field trips (date and time) and students participating.
4. Adequate supervision, as approved by the principal, will be provided based on the number of students and nature of the field trip. Teachers are responsible for informing any accompanying chaperones 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.
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 safety will be a primary consideration.
8. School provided transportation shall be used when transportation is necessary for a field trip.
9. Requests for school transportation will be channeled through the principal followed by the Transportation Director at least two weeks (10 school days) prior to the trip.

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10. Children will not be permitted to leave the field trip unless they are released pursuant to written documentation from parents or legal guardians.
11. The funding necessary for any activity trip or field trip sponsored by the school may come from district monies and be approved by the principal.
12. Parental permission will be required. The District's "Consent to Participate in Field Trips and Extra-Curricular Activities" form shall be used to meet this requirement and will be a part of student registration each year via online registration. No student will be required to go on a field trip if his/her parents or legal guardians do not approve.
13. Pre-approval is required by the district's insurance company prior to the principal's approval of an overnight field trip. Any overnight trip with students to a non-high school activity association event must have an overnight trip sheet submitted for approval at least 7 days prior to travel.

First Reading: 3-6-23
Second Reading: 4-10-23