

## FIELD TRIPS AND EXCURSIONS

Educational field trips will be planned in accordance with the following conditions:

Field trips, which do not require students to be away overnight, must be approved by the school principal.

Overnight field trips must receive approval in principle by the superintendent and final approval by the building administrator.

### Approval in Principle

Approval in principle must be received before announcement to parents and students and the beginning of fund raising activities. Requests for approval in principle must include:

1. a statement of educational objectives of the trip
2. a proposed budget including costs to students and sources of finance
3. an estimate of the number of students participating
4. a general plan or schedule for the trip
5. duplication of field trips across grade levels should be avoided.

### Final Approval

Requests for final approval must include:

1. a statement of the trips educational value
2. a detailed itinerary of the trip including educational activities, accommodation, and travel arrangements
3. planned adult supervision
4. a detailed budget including receipts and disbursements anticipated
5. assurance that the above details have been provided to parents and that written approval for that particular trip has been received from each student's parent or guardian. The form should contain information that applies to all field trips, but it also should specify the potential hazards and safeguards of the specific field trip for which permission is requested.

### Guidelines

Proposals for field trips should specify the trips educational value including; how the trip will benefit students in a way not possible in the classroom, how the trip fits into the curriculum, and how the teacher will follow up on the trip afterwards. The teacher shall review the educational value of the field trip and receive the principal's approval prior to making arrangements for the field trip.

The teacher will provide parents with information concerning the purpose and destination of the 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.

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One or more adults, in addition to the teacher, will accompany each class on field trips unless other arrangements have been approved by the principal. Teachers are responsible for informing the accompanying adults of their duties and responsibilities.

Ability of a student to pay costs of the trip must not be a factor in determining participation in trips involving school time. Schools may organize voluntary field trips outside of school time in which student ability to pay is a factor in determining participation.

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.

The teacher planning for the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.

Student safety will be a primary consideration.

School buses will ordinarily be used for transportation. The use of private vehicles for transporting small groups of students may be authorized in certain instances, provided the driver has the required liability insurance.

Requests for school bus transportation will be channeled through the principal.

Children will not be permitted to leave the field trip group during the trip unless they are released to parents.

Alternate Transportation: Students must ride to activities in school-approved transportation. Alternate transportation is not encouraged and should be approved on a limited basis. In order for a student to not return by school transportation:

- a. Prior to a trip: the parent(s) and/or legal guardian must request such in writing to the building principal (IGD-E1). The request should include the name of the individual with whom the student is riding and be signed by the parent(s) and/or legal guardian. The sponsor will only release the student to that individual.
- b. During a trip: the parent(s) and/or legal guardian may personally pick up a student. The parent(s) and/or legal guardian must present the sponsor with a written signed request.

If children return to school after hours from a field trip, the sponsor will make provisions for their safe return home, taking into account the age of the students and the hour.