

## Field Trips

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. The teacher will provide the 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. The student to adult ratio will be included on the parental permission form.
3. A parental permission slip is required for each student participating in the trip, including walking or bicycling excursions. Slips will be available in each school office.
4. Participating students will pay a pro rata share of costs for any special transportation, admission fees, etc. However, funds will be available through the principal for students needing assistance with such expenses.
5. At least one (1) adult will assist the teacher on every trip. The principal shall approve the student to adult ratio for each trip. Teachers are responsible for informing accompanying adults of their duties and responsibilities.
6. 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 students. Students who cannot be self-controlled or teacher-controlled may be excluded from field trips.
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, with first aid kits and radio or telephone capability required on all field trips.
9. The buddy system, or partners, is recommended to ensure constant awareness of each student's whereabouts, needs and participation.
10. Should an emergency occur, the teacher is responsible for notifying the principal by telephone or radio as soon as possible.
11. School buses ordinarily will be used for transportation. Requests for school bus transportation will be channeled through the principal to the director of transportation. Commercial carriers are subject to pre-approval by the level administrator and risk manager.

12. The use of private vehicles for transporting small groups of students may be authorized in certain instances subject to Board policy EEAG, Student Transportation in Private Vehicles and its regulation and exhibit.
13. Students will not be permitted to leave the field trip group during the trip unless they are released to their parents.

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