

FIELD TRIPS

Procedures and Responsibilities

When conducting trips, the following procedures should be followed:

- A. Teachers are to secure the approval of the building principal and forward a request for approval to the central office. Trip requests should be filed more than ten school days prior to the field experience. Plans are not to be finalized, nor permission slips sent home, until the central office approves the trip. Selection of and arrangements with vendors (e.g., travel agents) shall be conducted through the administration.
- B. The teacher planning to take a group of students on a field trip assumes responsibility for selecting and designing a productive educational experience for the children.
 - 1. Trips should be scheduled to begin and end during the normal school day since school buses are the primary means of transportation for field trips.
 - 2. Teachers are to avoid taking trips which may conflict with the curricular objectives of other grade levels and/or departments.
 - 3. Teachers may not schedule trips on religious holidays.
- C. After approval, by the superintendent, the request is forwarded to the Transportation Department to schedule the required buses or arrange for contracted vehicles. Only authorized bus companies will be used.
- D. Parents'/guardians' or adult pupil's approval must be secured in writing. Permission slips are to be filed in the principal's office prior to departure.

Notices should be distributed to all parents in advance of the trip and should indicate:

- 1. The purpose of the trip;
- 2. The relation of the trip to the curriculum;
- 3. Location;
- 4. Date and time of departure; and

5. Estimated time of return.

A permission slip that can be detached from the letter and returned to the teacher, with date of trip designated, will be used for field trips.

- E. Teachers should arrange for an appropriate number of chaperones to assist with the experience and to ensure the safety, welfare and appropriate behavior of the children throughout the trip. A minimum of one adult supervisor for every 10 children is recommended.
1. In no instance shall there be less than two adults, including the teacher, supervising students on any field trip;
 2. Chaperoning of students shall either involve more than one adult or, if of a one-on-one nature, be conducted within view of other adults and students; and
 3. Although all chaperones shall be responsible for supervising and controlling the behavior of the students in their charge in order to ensure that such behavior is safe and appropriate under the circumstances, no discipline shall be administered to any student by any other student or any adult other than the teacher during a field trip. Any student misbehavior observed by a chaperone should be controlled to the extent safely possible by the chaperone observing it and reported to the teacher as soon as is practicable. It is the teacher who is primarily responsible for student behavior during transport to and from the location of the trip as well as on-site during the field experience. Any discipline administered shall be administered in accordance with Board policy/regulation No. 5131 (Conduct/Discipline) and/or Board policy/regulation No. 5114 (Suspension and Expulsion).
- F. No child can be deprived of participation in an educational field trip because of lack of funds or special education classification. Teachers should consult the principal on this matter.
- G. Teachers, in cooperation with their supervisor and/or building principal, will assume responsibility for:
1. Notifying specialists of the trip in cases where special area schedules might be affected;
 2. Notifying cafeteria personnel if the class will miss lunch at school; and
 3. Arranging for coverage of duty assignments.
- H. Teachers are asked to check with the school nurse as to all safety and medical precautions that must be observed. First-aid kits especially prepared for field trips are available. A nurse will accompany classes during an overnight trip if recommended by the Superintendent.

- I. Students are to be instructed about what to do in case they are lost or separated from the group while on the trip. Students should have their school telephone number and name of their principal with them while on the trip.
- J. On the morning of the trip, teachers will send a reminder to the office giving the time of departure and the estimated time of return.

Normally, field trips are scheduled to end before the regular dismissal time, but occasionally a class may not be scheduled to arrive back until after the school day has ended. In these instances, special arrangements must be made for each child to get home safely. Teachers must consult the principal and get his/her approval.

Upon return from such a trip, the teacher-sponsor must remain with the group until he/she is sure that every student has some means of returning home. No student or group of students can be left alone in or near the school building.

- K. The behavior of children on field trips is observed by others and reflects positively or negatively upon the school. Children should be prepared to enjoy the trip with appropriate behavior.
- L. The Superintendent will review each field trip to determine if additional appropriate personnel are required beyond regular teachers, who are entrusted with primary supervision and coordination of all field trips under their responsibility.

Source: Regular Board Meeting

Date: April 1, 1982

Revised: December 17, 1992
December 16, 1993
March 22, 1995
September 12, 2001
November 20, 2002

