

Regulation

FIELD TRIPS

Educationally, it is an established fact that field trips, a real life experience, are a purposeful activity and can be of great value to students. Since one of the prime purposes of these trips is that students learn how to learn, the preplanning, planning, executing, and follow-up of these trips should be discussed with the students.

Procedure

- A. First thoroughly investigate the components of the trip:
 - 1. Value educationally;
 - 2. Cost;
 - 3. Length of travel;
 - 4. Adequacy of food and rest rooms;
 - 5. Relevancy to school work and age of students; and
 - 6. Distance of trip against educational value of a day in school.

- B. Request form:
 - 1. Submit to department supervisor for approval in advance of trip. Special area teachers submit to director for approval.
 - 2. Present complete form to principal for approval.
 - 3. Principal will sent to board of education for approval.

- C. Three days before the trip:
 - 1. All money must have been turned in to the school treasurer so that a check for bus or other expenses can be issued. (Not to be done on the day of the trip.)
 - 2. All permission slips must be turned into the office.
 - 3. List of all students going, in alphabetical order, to the secretary, main office. Use white form provided.
 - 4. Department supervisor will schedule students not going on field trip with another class for that day.
 - 5. Students not going on trip are to be notified of the class they will attend. No students are to stay home because they are not going.
 - 6. The department supervisor will schedule classes to be covered. The secretary will schedule for special areas.
 - 7. Schedule notification must be placed in the mailbox of person concerned. Forms must be signed by the principal.
 - 8. The cafeteria manager must be notified of the number of students going, the date and time.

- D. Day of the trip:
 - 1. Students notified at time of departure and where to report.
 - 2. Proctors notified of time to report prior to departure.
 - 3. Attendance is taken and names of absentees given to the office. A short resume of appropriate behavior and responsibility of the students should be given on the bus.
 - 4. Roll call is taken at each stop and before trip home.
 - 5. Upon return to school, the teacher in charge may not leave until the last student has left for home.

- E. Only class related trips will be approved to take place during the school day.

- F. All trips must be completed in accordance with the field trip date scheduled.

FIELD TRIPS (continued)

Since a field trip is considered an extension of the classroom situation, it carries the same obligations for direct supervision of students and responsibilities for their safety and proper behavior on the part of the teacher.

Remember that whenever a student or group of students is taken out of the school and off the school grounds, the usual "Parental Permission Slip" must be obtained.

The department supervisors will continue to monitor all field trips. No students will attend movies rated "X" or "R". As in the past, movies will generally not be used for field trips. As always, the field trip request form must be filed in advance so board of education can approve before the trip.

Student Transportation

No transportation contractor may be used for field trips, athletic trips, or other school-related transportation until the appropriate Certification of Insurance is presented by the contractor's insurance carrier to the business office.

All contractors transporting students must use a bus which has an "omnibus" license plate. When you make field trip arrangements with outside contractors, stipulate these requirements when the terms for student transportation service are negotiated.

Emergency or Mishap

It is the teacher's responsibility to notify the school of all emergencies and mishaps, especially those which might cause a delay in returning to school. Call school and transportation department.

Adopted: No date
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