

## **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 building administrator and receive the building administrator's approval prior to making arrangements for the field trip.
2. A parental permission slip is required for each student participating in the field trip including walking or bicycling excursions. Permission slips will be available in each school office.
3. When a field trip will extend beyond a school day, the teacher will provide the parents with a detailed itinerary including the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, and an estimated time of return.
4. Participating students will pay a pro rata share of costs for any special transportation, admission fees, etc. However, building funds may be available through the building administrator for students needing assistance with such expenses.
5. One or more adults in addition to the teacher will accompany each class on field trips as approved by the building administrator. Teachers are responsible for informing accompanying adults of their duties and responsibilities.
6. The teacher has primary responsibility for the conduct of the students. The teacher should review acceptable standards of conduct with the students in advance of the trip. 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 required on all field trips.
9. The buddy system, or partners, is recommended to insure 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 as soon as possible.
11. School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips.
12. Requests for school bus transportation will be channeled through the building administrator to the appropriate bus garage.
13. Any requests for special commercial transportation will be submitted to the building administrator.
14. Students will not be permitted to leave the field trip group during the trip unless they are released to parents.

15. If students return to the school from a trip after school hours, the teachers and/or the building administrator will provide supervision until all students are picked up.

Delta County School District 50J

Adopted: January 18, 2018

CROSS REFS.: EEAG, Student Transportation in Private Vehicles