

CODIFICATION REFERENCE NUMBER: M2341

DATE: March 24, 2003

FIELD TRIPS

RESPONSIBILITY: Plans for district sponsored field trips are cooperatively developed by the faculty and principal, and approved by the Superintendent.

PROCEDURES:

When field trips are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval. This includes whether district buses will be used; whether these may be supplemented by private vehicles; the route to be followed; and parking arrangements, if necessary.
- B. Costs must be ascertained.
- C. Each child who goes on a field trip must have written parental permission.
- D. Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones, if necessary.
- E. All trips must be well planned, properly timed, and related to regular learning activities or to district goals and objectives.
- F. Each field trip should be evaluated by pupils, teachers, and the administration.