

Educational field trips shall be planned by the teacher through the Principal per **Policy #121**. Teachers are to have all trips scheduled on or before March 20. Field trip request forms should be turned into the office on or before the above date. All school trips during the school year shall be completed before May 20. Requests for trips pertaining to school work are approved by the Principal's office.

Private automobiles may not be used to transport pupils on school trips as stated in **Board Policy #810 Transportation, reference chaperones, pages 2-3**.

Try to keep the price range for the field trip within reach of the majority of the students. See the Principal regarding any needy student who would not be able to bring money to take the trip.

Definite class work should be planned in accordance with the trip. Teachers should visit the place before setting up such a trip in order to see if the planned program would be beneficial to the students.

### **Before Taking the Trip**

1. Notify the cafeteria of the trip date and whether or not your group will be at school for lunch.
2. All staff members taking field trips will submit on the day of the trip a list to their Principal of all students going on the trip. Record the students' names on an attendance sheet or other source. Make sure absent children are crossed off your sheet.
3. Include on your trip list the total number of students going. Principals are instructed to delay any field trip until they receive the list. It would be an excellent idea to make yourself a copy in case of an accident.

### **When Taking the Actual Trip, Please Remember the Following:**

1. Each bus should have a professional staff member on it. No more than five chaperones are allowed per Policy #810 unless the policy is waived by the Superintendent under Policy #810.
2. Teachers should remain with their groups at all times.
3. If you eat lunch on the bus, bring a cardboard box in which to gather trash.
4. All students should dress appropriately for such a trip. This is a good way to initiate a "dress-up day" for your class.
5. Teachers should take a head count each time before moving onto another point of interest or leaving for home.
6. Teachers should distribute copies of the attached "Emergency Bus Evacuation Procedures" to all staff and chaperones on the trip.

### **Follow Up**

1. A basic discussion and/or written report is necessary in any follow-up activities. Questions which have arisen from taking the trip should be answered by the teacher or students themselves.
2. This is your chance to evaluate the trip in terms of its worth to your students and whether it should be considered for next year's trip.