

ADMINISTRATIVE SUGGESTIONS ON FIELD TRIPS

School Regulations:

1. Check with Principal's office.
2. Every class is entitled to one field trip. Additional trips and associated costs are the responsibility of the classroom.
3. Administrator submits copy of approved field trip request form to District Office.

Teacher's Responsibility:

1. Write or call for reservations
2. Coordinate a date with transportation.
3. Pre-study of areas to be visited.
4. Obtain emergency information on students from office.
5. Know whether admission is needed.
6. If so, collect ahead of time. Arrange for check with deputy clerk the day before the trip.
7. See that timetable is set up and followed, lunch scheduled and cafeteria notified if students will be missing lunch.
8. Create interest enroute through questions.
9. Personally secure chaperons (parents or responsible adult) to help, usually one to each ten to twelve students.
10. Advise students what to wear and how to act.
11. Follow up student in class.
12. Observe safety precautions.
13. Send letters of appreciation after return.
14. If you are using volunteers, make sure you are using registered volunteers. See your secretary to see if your volunteer is registered with the district.
15. Submit prepared field trip request form.

Field Trips (Board Policy IIC / IICA):

Students participating in educational field trips that begin before or extend after regular school

hours shall have parental permission slips approved and signed by their parents or legal guardian. All slips will include emergency health and medical information. Trip supervisors will have copies of this information with them in case of an emergency.

Private Vehicles (Board Policy EEBB / EEBB-AR):

If private vehicles are being used to transport students, please attach completed **Private Vehicle Use** form for each vehicle being used to transport students.