



## FIELD TRIPS

Schools have been provided with a list of approved field trips. Field trips to places not on the approved list must have special approval. See form on reverse side of page.

### GUIDELINES

1. Field trips should be an outgrowth of the instructional program and add support and enrichment to the program.
2. Field trips not on the approved list shall have permission secured *prior* to the teacher's making plans with students and parents.
3. Field trip check list.
  - a. Approval of the principal including verification of volunteer status and Level II screening.
  - b. Parent permission forms.
  - c. Itinerary for extended trip (time leaving, stops for meals/lodging, time returning, etc.)
  - d. If transported by private vehicles, vehicles must meet the Private Vehicle Guidelines on pages 11 and 13 of Risk Management's Field Trips, Sporting Trips and School Activities Guide.
  - e. If trip not on approved list, request should be made on application form.
4. School Board Policy 7.12 states: School Board approval is required for any single purchase of \$50,000 or more to a single vendor and shall be processed through the appropriate area superintendent.
5. Consideration should be given to the age of the child when planning a trip, considering miles to be traveled and the number of hours to be gone.
6. No registered student may be excluded from any approved field trip because of lack of funds. Each school is to plan for all students to be included in any and all approved field trips. **MONIES COLLECTED FOR FIELD TRIPS MUST BE PROCESSED THROUGH THE INTERNAL FUNDS BY PRESCRIBED ACCOUNTING PROCEDURES.**
7. On a day-long or longer trip, a written itinerary should be provided to each student and parent. On extended trips, parent permission forms should contain a statement signed by the parent, authorizing doctor and/or hospital to treat student in case of illness or accident.
8. Chaperone ratio should be one for each ten students unless the trip is such that it is deemed by the principal or Area Superintendent that more chaperones should be provided.
9. Field trips should be made by bus if at all possible. If large numbers of students are being moved, buses are definitely necessary. In the event private cars are used, they should not go in caravans of more than *three* (3) cars for safety purposes.
10. Field trips to beaches or large bodies of water should be an activity that is tied to the instructional program and not recreational. Special care should be given in regard to safety on this type of trip.
11. Personnel going on field trips must log out at the school or submit Temporary Duty Elsewhere form (PCS Form 3-650) if payment of substitute teachers is involved.
12. School Board Policy shall be followed in regard to bands, musical groups, and athletic teams.
13. Evening field trips prior to a school day should have the students back to the school at a reasonable time.