

Field Trips and Special Events

1. Field trips and special events designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives, field trips and excursions may be utilized.
2. To be educationally beneficial, a field trip and special events requires thoughtful, selection, careful advance preparation of the class, and opportunities for students to assimilate the experience during and at the conclusion of the field trip. To this end, teachers will be expected to consider the following factors in utilization of field trips:
 - a. Value of the activity to the class group,
 - b. Relationship of the field trip activity to a particular aspect of classroom instruction,
 - c. Suitability of the activity and distance traveled in terms of the age level,
 - d. Mode and availability of transportation, and
 - e. Cost.
3. The following special guidelines are set to implement the planning of field trips and special events as part of, and directly related to, classroom learning activities:
 - a. Obtain approval from the superintendent. If transportation is necessary, utilize the "Transportation Request" form.
 - b. The use of private vehicles is prohibited unless approved by superintendent.
 - c. Students will not be permitted to leave the group during the trip unless prior written arrangements are made by their parents.
 - d. One or more adults in addition to the teacher will accompany each class.
 - e. Acceptable standards of conduct will be discussed with the students in advance of the trip. Students who cannot be self-controlled or teacher-controlled may be excluded from attending the trips.
 - f. The buddy system, or partners, is recommended to assure constant awareness of each student's whereabouts, needs, and participation.
 - g. Should an emergency situation occur, the superintendent will be notified as soon as possible?
 - h. If the trips extend beyond the normal school day:
 - (1) The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, a detailed itinerary, and arrangements for transportation home following the return to school.
 - (2) Students may participate in fund-raising activities to defray expenses. Fund-raising activities which are proposed must receive approval of the superintendent before being implemented.