

FIELD TRIPS

One major field trip experience per year is encouraged for each grade level or self contained special education class. Field trip requests must be submitted to the Principal no later than 45 days prior to the commitment.

Teachers must determine the value of the trip, the physical layout, and necessary facilities in advance. Teachers must fill out a pre-field trip form as well as an evaluation form on the field trip taken. The evaluation shall be submitted to the Principal within two (2) work days of the trip.

Each field trip should be planned to provide a new experience for the pupils at each grade level. Field trips on the pre-approved list for each respective grade are encouraged.

Prior to the field trip, a permission slip is to be sent to the parents/guardians which identifies the trip and requires their signature. A child who does not return a signed permission slip to go on the field trip is not permitted to participate. If such occasions arise, teachers must follow the matter up with the principal. All trips off school grounds require permission slips.

District-owned buses will be used for the field trip experiences except for the Grade 6 trip to Washington, D.C. or Baltimore, Maryland. Should a trip be planned requiring the return of the class beyond the school dismissal hour, the teacher shall be responsible for notifying parents/guardians of all details, and making arrangements for the child's transportation home.

Every child shall have the opportunity to go with the class on the field experience. Exceptions must be approved by the Principal. However, any pupil who has been suspended from school for disciplinary reasons within thirty (30) school days of a field trip shall be excluded from the field trip. In addition, at the Principal's discretion, the attendance of any pupil who has been identified as a chronic misconduct problem, shall require the parent/guardian to serve as a chaperone on the field trip in order for the pupil to participate.

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Pre-approved field trips for each grade level shall be presented by the Superintendent to the Board for approval prior to the beginning of each school year. The Board shall be responsible for the admission fee of each student for one pre-approved field trip each school year and the required number of chaperones (including teacher) as follows:

Grades K-2	one (1) chaperone for each five (5) students
Special Education K-2	one (1) chaperone for each three (3) students
Grades 3-6	one (1) chaperone for each ten (10) students
Special Education 3-6	one (1) chaperone for each five (5) students.

Should the field trip destination agency require a lower ratio of students per chaperone, the Board will be responsible for their admission fee.

The maximum number of field trip chaperones, including the required number as established above, shall not exceed twice the required number of chaperones except as approved by the Superintendent. In no case shall chaperones in addition to the number required, necessitate the use of an extra transportation vehicle(s).

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Cross References: 1210 Community organizations
1230 Other school-connected organizations
5136 Student fund raising