

## **Code No. 606.5R1 STUDENT FIELD TRIPS AND EXCURSION REGULATIONS**

Transportation for field trips will be restricted to school vehicles, commercial carriers or properly insured private vehicles operated by responsible adults. Arrangements will be consistent with the district regulation providing for the special use of school and private vehicles. Subject to budget limitations, transportation for routine field trips scheduled within a single, regular school day, should be free of costs to students. All other field trip expenses are the responsibility of the group. Arrangements should include financial assistance for any student who could not otherwise afford the cost of the trip.

### **SUPERVISION**

Supervisory arrangements for all trips must accommodate the nature of the planned experiences as well as the maturity and number of participating students. Ordinarily, there may be one adult chaperone for every ten to twenty students, depending on the age of the students and the nature and site of the field trip.

Arrangements will be made in advance for coping with illness, accidents, and other unusual circumstances, including additional costs for which parents may be assessed should a student have to return before the end of a trip.

The written consent of a parent or guardian may be required for all students below eighteen years of age.

Interested students and parents will be provided appropriate information describing objectives of the program, costs, deposit arrangements, accommodations, student selection procedures, requirements for health and travel insurance, and a daily itinerary and/or study outline when applicable.

Approved plans for extended and major field trips should provide for written post-trip evaluations, which include reactions from participating students and their parents.

### **APPROVAL PROCEDURES**

Any staff member seeking to have an education field trip approved should contact the building principal.

Routine field trips include trips within the school district for instructional purposes as well as other trips conducted on a school day basis. The building principal will approve routine field trips.

First Reading: October 15, 2018

Second Reading: November 19, 2018