

## FIELD TRIPS AND EXCURSIONS -- PROCEDURES

Educational field trips will be planned and conducted in accordance with the following procedures:

- A. All student trips, and the arrangements for them, must have the approval of the school principal. The teacher will review the purpose of the trip with the principal and receive approval prior to making arrangements for the trip.
- B. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
- C. All trips must be within budgetary allotments for such purpose.
- D. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the principal. **Teachers are responsible for informing accompanying adults of their responsibilities.**
- E. The teacher will review acceptable standards of conduct with the students in advance of the trip. **The teacher has primary responsibility for the conduct of students.** Students who cannot exhibit self-control may be excluded from field trips.
- F. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip. All details of the field trip schedule shall be the responsibility of the teacher with approval of the principal.
- G. Students' safety will be a primary consideration, with first-aid kits required on all field trips. A copy of each student's emergency sheet will be taken on the trip.
- H. Should an emergency situation occur, the teacher is responsible and shall notify the principal as soon as possible.

- I. School buses ordinarily will be used for transportation. Private transportation provided by teachers or parents should be avoided. School bus transportation may be used when arrangements can be made to do so without disrupting regular school bus schedules. Teachers should be made aware of this and make sure schedules allow enough time for arrival back at the school for regular runs.
- J. Parent permission shall be required whenever a field trip event occurs before or after the regular school day and/or whenever private vehicles are utilized. Parent info sheets about trip itinerary will be furnished for each event.
- K. Requests for school bus transportation will be channeled through the principal.
- L. The bus driver will be responsible for the safe transportation of students. At all times the driver will be in charge of safe operation of the bus.
- M. All trips must be well planned, properly timed, and related to Maine Learning Results.

Cross Reference: JJH: Student Transportation in Private Vehicles  
JK: Student Discipline

Admin Review: 10-2-07  
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