

**Field Trips (Administrative Rule)**

**Code #352.00AR**

The field trip, like any good lesson, requires careful planning in the Tri-County Area School District. Because it is removed from the school environment, it necessitates administrative and parental approval, behavior suitable for the occasion, and sufficient orientation to insure the most effective learning outcomes. Any trip is of questionable value unless the class and the teacher together determine why they are going and what they hope to see.

The following are suggestions and requirements for such trips:

I. Planning the Field Trip

- A. Establishing need for field trip
  - 1. Identify the curricular area that would warrant an out-of-classroom activity.
  - 2. Write an educational objective for the field trip as it relates to the curriculum.
  
- B. Selecting the place to visit
  - 1. The trip should originate from the needs and interests of the pupils and be appropriate for the age and maturity level of the group.
  - 2. The experiences should lead to other activities valuable to the pupils.
  - 3. The teacher should be acquainted with the place to be visited. At times this will require a personal review of the place and the route to unfamiliar locations.
  - 4. Present the field trip request, along with the educational objective, to the building principal for approval.
  
- C. Planning with the class
  - 1. The purposes of the trip should be discussed so that the objectives will be understood clearly.
  - 2. The pupils should understand that the field trip supplements basic learning and is not an end in itself.
  - 3. Standards of safety, conduct, and courtesy should be discussed.

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### D. Executing the plans

1. Transportation should be arranged with the high school secretary immediately after the date, time and destination have been decided and permission has been received from the principal.
2. Persons in charge of the site to be visited should be contacted and the necessary reservations made.
3. Admission fees, etc. should be submitted to the District bookkeeper at least one week prior to the field trip.
4. Transportation and site plans should be rechecked a day or two ahead of the trip.

### E. Follow-up activities

1. An informal discussion of the place visited should be held with the class as soon after the trip as possible.
2. The original objectives should be discussed.

## II. Procedure

### A. Responsibility

1. The trip and final plans must be approved by the school principal
2. Potential hazards must be considered and precautionary rules of conduct established.
3. Reasonable adult supervision must be provided.
4. Parent permission must be secured in writing and kept on file in the school.  
Adequate liability insurance must be carried for any vehicle involved.
5. Drivers of vehicles must be licensed, mature and meet any additional legal requirements as may apply, and each student shall be seated.

### B. Parental Permission

1. For trips within the immediate community, an annual permission slip is sufficient. For all other trips, a permission slip for each trip is necessary.
2. The permission slip should include the following information:
  - a. Place to be visited.
  - b. Means of transportation.
  - c. Date

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- d. Time of leaving and return.

The following additional information may be needed in the letter for some trips:

- a. The name of the teachers who will supervise the trip.
- b. Responsibility of the pupils.
- c. Cost, if any, to the pupil.
- d. Special arrangements, if any.

### C. Behavior and Safety Factors

1. Do not overcrowd the vehicle. Everyone must be seated. Keep aisles clear.
2. Caution the pupils to keep arms, hands, and heads inside the vehicle at all times.
3. Caution the pupils regarding respect of other people's property.
4. Keep the group together.
5. Obey all traffic regulations.
6. Be alert for pupils with special problems (slow walkers, etc.).
7. Know and obey particular regulations of the place to be visited.
8. Supply upper-grade students with a copy of the rules and regulations for the field trip if it is an all-day or overnight trip.
9. Advise parents if the trip terminates after school hours.
10. Insist that all pupils go home directly after the trip.
11. Fully inform chaperones of their responsibilities.

### D. Responsibilities of Teachers

1. Plan carefully with the class and with all adults accompanying the group on the trip.
2. Arrange for pupils to get to their homes safely if the trip extends longer than planned.
3. Copies of emergency field trip forms for all students must accompany teachers on field trips that extend beyond the school hours where contact back to the office via cell phone is not possible.
4. Be sure drivers of private cars are licensed, competent and insured.
5. Know the trip site for unusual safety conditions that may be encountered (toilet facilities, safe drinking water, terrain, or other safety hazards).
6. Have some means of identification of every pupil (badge, ribbon, ID card,

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buddy system, group leader, patrols).

7. Have a plan for recall when necessary during the trip.
8. Have enough adults to supervise the group. The number of adults depends upon the type of trip. A minimum of one adult to ten pupils is suggested.
9. Inform pupils to dress for the occasion and for the weather (i.e., no high heels on a picnic, no bows, sashes, or ties on a factory trip).
10. Make it clear to the pupils in advance that if anyone is separated from the group, all should meet at a designated time and place.
11. Have it clearly understood that no discourtesy or defiant behavior will be tolerated at any time.
12. Know what to do in the event of accident or illness while on the trip. The same procedure should be followed as if the accident or illness had happened at school. The teacher in charge should:
  - a. Plan what to do in the event of an accident or illness on the trip.
  - b. Render first aid or call the local police department.
  - c. Notify the parents so that the pupil may be referred to the family doctor.
  - d. Transport the student to the nearest hospital for medical attention if the parents cannot be contacted or if the condition warrants. Hospital costs should not be assumed. This responsibility belongs to the parents.
  - e. Make a report of the accident. Forms are available in the principal's office.
13. Check loading and unloading areas so that pupils leaving the building may load directly onto vehicles without having to pass through vehicle traffic lane

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