

R 2340 FIELD TRIPS

Guidelines For Planning Field Trips

1. The team of teachers at a grade level will plan the annual field trips and present to the Principal for approval.
2. The field trip should have some educational value and be related to the curriculum or to the goals and objectives of the district.
3. The Principal will approve all field trips on the basis of educational relevance and budget constraints using the appropriate district form.
4. The school secretary will arrange for transportation using the required district form to inform the Business office of contracted bus costs.
5. The Principal will assure adequate adult supervision, review safety precautions with the teachers and insure that a first aid kit prepared by the school nurse is taken on every trip.
6. The Principal will require signed permission slips to be registered in the school office prior to every major field trip.
7. In case of a delay or emergency on the trip, one teacher should immediately call the Principal's office with all pertinent information.
8. All field trips must be approved by the Board of Education.

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