

The board of trustees recognizes that students benefit from educational experiences outside the classroom. Field trips designed to provide such an experience for the student may be approved on a case-by-case basis. Factors such as the age of the students, quality and uniqueness of the experience, and availability of chaperones and transportation, among others, will be considered in determining whether or not a field trip will be approved.

Field trips, if properly planned and executed, are educationally sound. If they are not well planned, teachers should not request them and principals should not requisition transportation for them.

Planning should proceed as follows:

1. The teacher should know from first-hand experience through a personal visit to the scene of the field trip that his/her objectives can be realized.
2. The teacher may leave school at student dismissal time previous to the trip to make on-the-spot arrangements.
3. During the pre-visit, the teacher determines if the field trip is reasonably safe and takes notes to prepare students for the trip.
4. When steps 1, 2, and 3 have been taken, he/she requests authorization and transportation, if needed, from his/her principal.

The field trip should then be incorporated in the teacher's lesson plans with these steps involved:

1. Preteaching
2. The trip itself
3. Follow-up evaluation

All students should return permission slips for the field trips, signed by the parent or guardian. The teacher should file them until the end of the year.

Middle and senior high students: At least one adult for each vehicle used. Parties or trips not part of the curriculum shall have additional chaperones. Approximately one (1) for each ten (10) students. Couples preferred.

The teacher should recognize that he/she and his/her pupils are guests on the property of another person and he/she is responsible for the safety of the children.

It is the responsibility of the principal to see that the above arrangements have been made before he/she submits a request for the field trip. His/her signature attests that he/she is fully satisfied the field trip is educationally sound, adequately planned, and reasonably safe.

The teacher should make every effort to use the field trip to attain as many secondary benefits to the children as possible by talking about and explaining scenes along the route to and from the site of the field trip.

Public relations are involved in every field trip. All field trips should be followed by a thank-you letter.

Private automobiles will not be used for any trip unless authorized by the superintendent.

BUS REQUESTS

Bus requests for all activities must be presented to the transportation supervisor no later than one (1) week (seven days) before the trip, or request may be denied.



LEGAL REFERENCE:

Idaho Code Section 33-512(12)

ADOPTED: April 13, 2004

AMENDED: