

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJOA-R
Date: December 5, 1979 First Read to SB: August 17, 2011 Second Read/Adoption: September 7, 2011 Recode from IICA-R Re-review to Policy Committee: May 17, 2017 School Board First Read: May 17, 2017 School Board Second Read/Adoption: June 7, 2017	Page 1 of 1

FIELD TRIPS AND EXCURSIONS

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. The teacher shall review the educational value of the field trip with the principal and receive the principal's approval prior to making arrangements for the field trip.
2. A parent/legal guardian permission slip is required for each student participating in any field trip or excursion, including walking or bicycling excursions.
3. When a field trip will extend beyond the school day the teacher will provide parents/legal guardian 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.
4. Participating students may be assessed a fee for field trips or excursions. The district will reasonably and discreetly provide funds, in part or in total, to those students who are unable to assume the costs of such fees.
5. One or more approved adults and/or teachers will accompany each group on a field trip or excursion. The sponsoring teacher(s) is responsible for informing accompanying adults and/or teachers of their duties and responsibilities.
6. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for implementation of such standards of conduct.
7. The sponsoring teacher will be responsible for arranging, with the principal's approval, for supervision of students who do not participate in the trip. An alternative activity with similar educational objectives will be provided without cost to students.
8. Students' safety will be a primary consideration for all field trips. Should an emergency occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
9. Arrangements for transportation are to be made through the principal.
10. Students will not be permitted to leave the field trip group during the trip unless prior written arrangements are made by parents and transmitted to the sponsoring teacher.
11. If students return to the school from a trip after school hours, the teacher and the principal should make provisions for their safe departure home, taking into account the age of the students and the hour.