

### **FIELD TRIPS AND EXCURSIONS**

Educational field trips/excursions 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 parental permission slip is required for each child participating in a field trip, including walking excursions. Slips will be available in each school office.
3. The teacher will provide the parents with information concerning the purpose and destination of trip, transportation, eating arrangements, date and time of departure, estimated time of return, and an itinerary of the field trip.
4. Adequate supervision, as determined by the principal, will be provided. Teachers are responsible for informing accompanying adults of their duties and responsibilities. A Findlay City School employee must be on each bus as a chaperone during travel or as authorized by the Superintendent or his/her designee.
5. 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 the children. Children who cannot be self-controlled or teacher-controlled may be excluded from field trips.
6. 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.
7. Emergency medical authorization forms must be taken on each field trip by the teacher in charge.
8. The buddy system or partners are recommended to assure constant awareness of each child's whereabouts, needs and participation.
9. If an emergency situation occurs, the teacher is responsible for notifying the principal, by telephone, as soon as possible.
10. Use of private vehicles will only be permitted to events within the district or county if a permission slip is provided by a parent/guardian and approved by the principal.
11. Children will not be permitted to leave the field trip group during the trip, unless prior arrangements are made by the parents with the teacher and principal.
12. If children return to the school from a trip after school hours, the teacher and the principal should make provisions for their safe departure home.
13. When equipment vehicles are being used, at least one district employee will accompany the vehicle (not necessarily in the vehicle, but along with the vehicle.) and non-employee drivers/volunteers must be BOE approved (making sure they fall under our liability and collision insurance plan).

14. For field trips or excursions that must be approved by the Superintendent, the following information must be secured by the instructor/employee, reported to and approved by the principal, and presented to the Superintendent. Included in this information must be the following:
- a. Educational Reasons (co-curricular or extra-curricular)
  - b. Destination
  - c. Complete Itinerary
  - d. Insurance Issues
  - e. Chaperone Issues
  - f. Transportation Issues
  - g. Cost per Student
  - h. Funding Source
  - i. After acquiring administrative support, the plan may be requested to be presented at a Board of Education meeting by the supervisor of the class, instructor, activity advisor, and/or coach. Failure to follow proper procedures may result in a lack of support for the field trip.

**NOTE:** Every effort must be made by the instructor/employee/chaperone to minimize the days away from school. It is recommended to use the Board-adopted calendar for that school year as the basis for field trip/excursion times. (Examples: Washington, D. C. trip for 8th graders utilizing fall conference time or spring break and the high school band trip using spring break) For any staff member wanting to send students on a field trip, this procedure must be used.

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