

## School-Related Student Trips

### TEACHERS' RESPONSIBILITIES

1. Field trips shall be related to the course of study and have educational value.
2. Teacher(s) shall complete a School-Related Trip Request Form (09.36 AP.21) and submit to the Principal for approval.
3. Prior to the trip, the teacher(s) shall prepare the students by:
  - a) Explaining the purpose of the trip.
  - b) Developing background and reference materials, including materials to be used on the trip, if applicable.
  - c) Pointing out highlights to observe on the trip.
  - d) Instructing students to observe safety precautions while on the bus and while at the field trip destination.
4. Students shall not be denied the trip because of an inability to pay.
5. The teacher(s) shall secure prior written permission for the trip and a medical release (09.36 AP.211) from each student's parent(s) or guardian.
6. Prior to the trip, a list of students taking the trip shall be provided to the Principal and the school's Food Service staff, if applicable.

### TRANSPORTATION

Transportation requests shall be made by the Principal/designee by completing a Vehicle Request Form (09.36 AP.212).

Discipline on the bus shall be the responsibility of the teacher or administrator in charge. Drivers are responsible for enforcement of bus rules and regulations. The sponsoring group will be charged for extra cleaning time if the bus is left in exceptionally dirty condition after the trip.

No items may be transported on a school bus that are not secure in underframe storage of empty seats (i.e., lunches, cooler, sporting equipment). Aisles must be kept clear.

### INSURANCE

Prior to the trip, the teacher or Principal shall submit an application for field trip insurance (09.36 AP.22).

### EVALUATION

Following a field trip, the teacher(s) shall complete the School-Related Student Trip Evaluation Form (09.36 AP.23).

### RELATED PROCEDURES:

- 09.36 AP.23 (evaluation form)
- 09.36 AP.21 (same day and overnight request forms)
- 09.36 AP.211 (consent and medical release form)

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