

FIELD TRIPS AND EXCURSIONS

Private car field trips are not encouraged. However, when they are necessary, two adults shall be present in each vehicle that transports students.

- ◆ Bicycle trips cannot be scheduled, as the school insurance policies do not cover this mode of transportation.
- ◆ Appropriate dress will be determined and enforced by the teacher in charge.
- ◆ Students are not to be given unchaperoned “free time” while on a field trip.
- ◆ When appropriate, a first aid kit or a qualified first aid person should be present.
- ◆ All students must attend a field trip when one is scheduled for their class, except in a case of medical emergency.
- ◆ There should be one chaperone for every ten (10) students. Parents will be called upon as extra chaperones when appropriate.
- ◆ Student permission slips must be completed and signed by parent(s) or guardian(s) before students will be allowed on these trips.
- ◆ Bus transportation arrangements are to be made with the School District’s contractor. All students are to use bus transportation, unless prior arrangements have been made and approved by the Superintendent. At no time may an individual transport someone else’s child on a field trip.
- ◆ Walking trips are permissible providing permission slips are signed. The Principal’s permission has to be granted and a written note to this effect left with the secretary.
- ◆ Teachers must indicate, in writing, before April 1, the general dates and purposes of planned field trips for the next school year.
- ◆ Teachers are required to accompany their classes on all field trips, except in extenuating circumstances and approved by the Principal.
- ◆ At no time during a field trip will an adult be left alone with a student, except in an emergency situation.
- ◆ For all overnight trips, adult accommodations should be in a separate room from the students. This room shall be housed within the same building as students. If this is not possible, adults should have their own accommodations with physical separation from the students.

NEW BOSTON SCHOOL DISTRICT

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