

**Guidelines for School Approved Out of
Classroom Activities**

AR-6315

All field trips and out of classroom activities must meet the following criteria:

- I. All field trips and school activities must be approved by the administration prior to publicity or development of plans of the trip.
- II. Field trips should be held during the school day and should not interfere with the scheduled busing program. If a trip would be more than one day in length, it must have the prior approval of the board of education.
- III. Requests and arrangements must be made far enough in advance, so that teachers and the administration can be given a list of students involved in the activity at least five days in advance.
- IV. Students that will be involved shall have the responsibility to obtain a make-up slip and make-up any assignments he or she will miss in advance of participating in the field trip.
- V. The sponsoring teacher of the field trip shall verify that each student involved has met the make-up requirements before the student leaves to participate in the activity.
- VI. It shall be the responsibility of the administration to see that every teacher or sponsor of a field trip or school trip exercises the kind of control which will minimize the hazards of travel and maximize the safety of pupils when on the trip, as well as assure pupil conduct of such quality most likely to optimize the learning benefits of the trip.
- VII. The utilization of any mode of transportation other than school owned vehicles shall have the approval of the superintendent of schools.
- VIII. Any field trip that does not begin and end within the same school day shall require parental permission.
- IX. Appropriate instruction shall precede and follow each field trip or community service activity.

- X. Field trips and community service activities requiring school bus transportation should not interfere with the regularly scheduled transportation of pupils to and from school.
- XI. The administration shall approve or disapprove the request and notify the teacher (if he or she disapproves the activity, he or she should state reasons). If approval is given, the administration shall forward the request for the school bus to the appropriate personnel and notify the office of the superintendent of school five (5) days in advance of the date requested.
- XII. Certificated personnel on a bus shall see that all bus rules and regulations are enforced. The bus driver shall assist in this process. In the absence of certificated personnel on a bus the bus driver shall see that the bus rules and regulations are enforced.
- XIII. When a field trip is made to a place of business or industry, the teacher shall insist that an employee of the host company serve as a conductor or tour guide.
- XIV. Teachers or other certified personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct.
- XV. Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in the community service activity or field trip.
- XVI. The administration will be responsible to provide a substitute for the teacher or sponsor, if necessary, to instruct his or her classes or students which may not be involved in the field trip.