

Code G03

Date Warned: 10/06/2008

Date Adopted: 12/01/2008

Date Reviewed: 6/11/2013

Date Revised:

DOVER SCHOOL DISTRICT

Board Policy

FIELD TRIPS

The Dover School encourages and sanctions student trips or activities, including participation in interscholastic events, community civic projects and travel which will help achieve each participating student's educational objectives.

Field trips that have been carefully planned are worthwhile and will be encouraged by the administration. Student and teacher participation in the planning is necessary.

A field trip is defined as any journey by a group of students away from school premises. The field trip must complement an approved course of study and be conducted for the purpose of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

General Procedures for Field Trips:

*All field trip requests must be submitted to the Principal for approval before being discussed with students. The submittal must be at least two weeks before the field trip is to take place.

*Written parental or guardian permission must be obtained before a student may participate in a field trip.

*Sufficient information concerning the field trip shall be provided when seeking parental or guardian permission.

*Transportation, if necessary, shall be arranged by the sponsor through the principal. If transporting in private vehicles, a copy of insurance from individual(s) driving must be submitted (minimum \$100,000/\$300,000). Private vehicles must have seat belts for driver and all passengers, and must be worn. Signed releases to waive the school from liability must be submitted. No children under 12 will be transported in front seats in vehicles with air bags.

*All field trips shall have an adequate number of adult chaperones including at least one adult in addition to the teacher.

*Fees required for the cost of the field trip may be paid for by the school district.

*Each field trip should be evaluated by the administration, teacher, and pupils at the conclusion of the trip.

DOVER SCHOOL

Field Trip Request

NOTE: All field trips must first be approved by the Principal. Please submit at least 1-2 weeks in advance so we can make arrangements for a bus and driver.

Date of Request: _____

Teacher(s): _____ Grade(s): _____

Destination: _____ Date of trip: _____

Departure Time: _____ Return Time: _____

Transportation Needed: _____

Number of children: _____ Adults: _____

Fees: _____ Fees for Bus Parking: _____

Lunch: Provided by school: _____

Provided by children/adults: _____

Purchased by children/adults: _____

Not needed: _____

Please notify kitchen if students are not planning to be here for lunch and if you need lunches "to go" (Prior to field trip)

Purpose of field trip, standards addressed, and how they are applied to classroom curriculum:

Pre-planning activities:

Post-planning activities:

Approved: _____ Date: _____

Principal's Signature

Procedure for Choosing Chaperones

1. Teachers will notify parents of upcoming trip
2. Parents will be notified of visitation protocol, i.e. specific regulations of facility
3. If there are more parent volunteers than are needed, names will be drawn at random.
4. Notice will be sent home to inform parents of designated chaperones(s).
5. If parents are driving in lieu of a bus, proof of insurance will be necessary as well as adherence to seat belt regulations.