

FIELD TRIPS

Field trips should be to places and areas where subject matter instruction may be studied first hand in its functional situation. Students see real things in real situations. They observe people and processes. They think, discuss, find new interests, and develop new concepts. The field trip is one of the most effective visual aids available to teachers. It provides visual and interesting experiences.

Each teacher in grades K thru 12 is permitted two educational field trips per school year. Field trips are permitted outside the city within a time and radius approved by the Superintendent. Upon special request, a teacher may be permitted a Saturday field trip, or a third field trip. All field trip expenses must be absorbed by the individual building.

Guidelines to govern field trips by individual schools will be made available through individual buildings. District-wide guidelines include:

- A. All field trips must be scheduled a minimum of two weeks in advance unless special arrangements are made with the Superintendent.
- B. Field trips on school time may not start prior to 9 a.m. and must be back at the school building by 2 p.m.
- C. No more than two buses may be out of the Toronto School District at one time without special permission and arrangements. On Saturdays and after 4 p.m. more buses are permitted.
- D. All field trips must be approved by the building principal. The building principal will verify the purpose of the trip, the Pre-Field Trip and Post Field-Trip Activities prior to approval.

Field trips may be used as an advantage for introducing a unit of work or as a developmental or research procedure. It requires planning, observation, and evaluation. Parent permission for each student is required.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically except where such participation is required as part of a credit course.

Participants in school events and field trips shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.