

FIELD TRIPS AND EXCURSIONS PROCEDURES

Field trips by private car are discouraged. When a small group goes on a trip in private cars, each car must be driven by an employee or parent/guardian of a student. Prior approval to use private cars must be obtained from the principal. School insurance does not cover or protect anyone driving their own automobile on a field trip.

- It is expected that appropriate dress will be enforced as determined by the teacher in charge.
- Students are not to be given un-chaperoned "free time" while on a field trip.
- When appropriate, a first aid kit or a qualified first aid person should be present.
- Transportation costs to individual students are to be kept to a minimum.
- All students must attend a field trip when their class is scheduled except in case of emergency.
- There should be one chaperone for every 10 (1:10) students. Parents should be called upon as extra chaperones.
- Student permission slips must be completed and signed before students will be allowed on these trips.
- Bus transportation arrangements are to be made with the school district's contractor, if at all possible.
- Walking trips are permissible providing slips are signed; principal's permission has to be granted and a written note left with the secretary.
- The Code of Conduct adopted by the Wells-Ogunquit C.S.D. School Committee will govern the behavior of students while on an excursion off school grounds.
- The School Bus Safety Code adopted by the Wells-Ogunquit C.S.D. School Committee will govern the behavior of students while on the bus.

Adopted by the Wells-Ogunquit C.S.D. School Committee:
Revised by the Wells-Ogunquit C.S.D. School Committee:

01/07/87
01/08/03