



Reading Elementary School  
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**CODE G3**

## **FIELD TRIPS**

### **Policy**

The Board endorses the use of field trips as extensions of classroom experiences.

### **Implementation**

Teachers shall organize and carry out field trips according to the following guidelines.

1. Teachers should submit to the Principal a written request for a field trip which includes a statement of learning outcomes and associated costs.
2. At the conclusion of the trip, the teacher responsible should submit a brief report to the Principal indicating the extent to which the objectives of the trip were met.
3. Teachers organizing field trips will be responsible for obtaining permission slips from parents, scheduling transportation, and overseeing arrangements with the site of the field trip.

*Date Warned:* 09-18-07

*Date Adopted:* 10-16-07

*Legal Reference(s):*

*Cross Reference:* Curriculum Development (G1)