604 FIELD TRIPS

I.   PURPOSE
Field trips are an opportunity to supplement the in-class curriculum with an enriching out-of-class experience. It is essential that Stonebridge teachers and staff carefully follow procedures for field trips to ensure the safety of all students. There are guidelines for preparing and taking field trips both by bus and on foot.

II.   GUIDELINES
It is essential that teachers provide adequate supervision to ensure the safety and security of all on field trips. These rules must be followed on all field trips:
1. The adult-student ratio preferred is at a 1:10, with a minimum of two adults
2. The teacher must bring a fully stocked First Aid Kit, as well as a class list with Emergency Contact Information and a cell phone in case emergency.
3. Students must walk in line, following the same procedures as inside the building
4. Classes may cross streets only at crosswalks. When crossing, the classroom teacher should walk to the middle of the street, to ensure cars can see them, and then have the class walk calmly across the street. The teacher should be the first one in the street and last one out on the other side.
5. In the event a student is injured, the adult with First Aid training should immediately take charge of the situation, assess the injury, and determine the necessary course of action. The following circumstances require calling 911 for emergency services (followed by a call to the Main Office):
   a. Cuts that are bleeding profusely and for which a Band-Aid is not sufficient
   b. Broken bones, sprains, or other injuries which inhibit the student's use of a limb.
   c. All possible head injuries
   d. All Incidents involving moving vehicles

III. WALKING FIELD TRIPS
A teacher taking a walking field trip (including going to the park or just taking a walk) must complete a Walking Field Trip Notice and submit it to the Main Office before leaving the building. All of the above Safety Guidelines apply any time a class leaves the school grounds.

Approved: 8/16/2017
Revised: