

## INSTRUCTION

### Field Trips, Excursions and Outdoor Education

Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. The transportation costs for all such field trips conducted during school hours shall be borne by the district. The following procedures shall apply:

#### Field Trips

- A. Each school shall receive a building allocation that may be used to fund field trips.
- B. The staff member who plans to take a field trip shall submit a completed field trip request form to the principal at least two weeks prior to the date of the scheduled trip.
- C. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies. The staff member will also inquire into the parking availability for busses and any required fees for parking. A complete itinerary will be developed and submitted to the Building Dean of Students and to each parent of students who will travel on the trip. The staff member must submit a list to the main office of qualified students who have been approved to travel.
- D. The staff member shall be responsible for securing additional adult supervision for the trip if needed. (One adult to a maximum of ten students).
- E. Each student participating in a field trip must first return a permission slip signed by his/her parent or legal guardian.
- F. A letter of appreciation should be sent to the site host upon completion of the field trip.

#### Outdoor Education

- A. Outdoor education plans for the coming school year shall be presented to the board for approval at the May board meeting.
- B. All staff to be involved shall be notified of plan after board approval.
- C. The proposed curricula for the outdoor education school shall be presented to teachers at least one month prior to the session.
- D. Information to parents regarding fees and waivers or reductions if offered, special clothing, dates, supervising proposed activities, and other duties shall be sent to parents at least one month prior to the session. The parent must sign an approval form.
- E. If feasible, parents may opt to have their child participate in daytime activities only.
- F. Students who do not elect to attend shall engage in meaningful learning experiences at school.

- G. Students must purchase accident insurance or have family accident insurance.

Overnight Field Trips

- A. The staff member or coach must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least one month prior to submission to the board. Tournament or regional participation is exempt.
- B. After approval by the principal, the proposal must be submitted to the superintendent at least one month prior to the board meeting.
- C. The staff member, coach, or Building Principal will attend the next board meeting to answer any possible questions the board may have in regards to the proposed trip.
- D. After approval by the board, a written description of the overnight field trip shall be sent to the parent or guardian. Parent permission is required for all students (except those that meet legal requirements).
- E. Students or athletes who are not able to attend an overnight trip will not be penalized but will be required to do appropriate classroom activities in lieu of those that may be missed due to the student's absence from the trip.

**Adopted: May 27, 1997**

**Revised Date: 03-24-04; 09-29-10**

