

**Field Trips, Excursions and Outdoor Education**

The District recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The District also recognizes that field trips may result in lost learning opportunities in missed classes. Trustees do therefore endorse the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost learning opportunities. The Principal has the authority to approve day field trips.

Each field trip must be integrated with the curriculum and coordinated with classroom activities, which enhance its usefulness.

No staff member may solicit students during instructional time for any privately-arranged field trip or excursion without Board permission.

Field trips are defined as travel away from school premises, under the supervision of a teacher of an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. Overnight field trips require Board approval.

**The following procedures shall apply:**

**Day Field Trips**

1. Staff members requesting one-day field trips shall submit their request to the Principal at least three weeks prior to the field trip. All field trip requests will be forwarded to the Board for final approval. Decisions for approval will be based on weighing the educational benefits, costs and risks.
2. The sponsoring staff member is responsible to coordinate all activities related to the field trip. This includes ordering and confirmation of the bus, contact with the site to insure maximum learning opportunities, assessing all activities related to the site for safety, and for providing adequate supervision.
3. Adequate supervision will typically be defined in the elementary school as one adult supervisor for every ten students. Buses with fewer than 25 students will require one adult supervisor.

**Overnight Field Trips**

1. Staff members requesting overnight field trips must submit a written plan to the Board, including purposes of the trip, supervision, proposed itinerary, estimated cost, housing and funding sources. This plan must be submitted at least six weeks prior to the proposed date of the trip and before the trip is discussed with students or parents. Failure to have the trip approved by the Board prior to contact with students or parents will result in the trip being disapproved.
2. If students are housed in private homes, they are to be assigned in those homes in pairs or in threes. If any transportation such as to and from a private home is provided by a private automobile, such arrangements must be noted on a form signed by the parents that gives permission for the student to travel in these private automobiles.

3. The approval of the trip will depend on the amount of school time lost, value of the learning objectives, and planning, organization and supervision of the trip.

### **Out-of-State Trips**

While the District recognizes the importance and value of some out-of-state trips, it also recognizes the necessity of funding the regular and basic instructional programs first. The District believes that, in general, out-of-state trips for organized clubs and activities should not be paid from District funds. Groups may elect to participate in fundraisers that, with individual student contributions, will cover costs. The District does not fund the attendance of individual students at any out-of-state activity.

Exceptions to the above will be as follows:

1. When a group, individual or organization submits through the regular budget building process, a request for an out-of-state trip, that request will be given consideration as for any other budget item.
2. When an activity group or school club is, through local competition, able to qualify for out-of-state competition, and when there's no possible method that the group could, due to time constraints, raise funds, that activity may be funded from the general fund budget.

The following will be considered in determining the approval of out-of-state trips:

Whether the trip:

- ... is an extension of the academic program or is solely extra-curricular in nature
- ... is the result of successful competition at the local or state level
- ... is a logical stepping stone of local competition
- ... is something directly related to the instructional process
- ... causes minimal loss of school time
- ... costs are within available budgets

#### Policy History:

Adopted on: 2008-09

Revised on: 09-2018