

Field Trips, Excursions and Outdoor Education

The Board 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 Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities that enhance its usefulness.

The following criteria shall be met:

1. Administrative permission must be granted by both the Principal and the Superintendent. Field trips which take students on overnight trips must be approved in advance by the Board.
2. Only district approved transportation shall be used on field trips.
3. Preliminary arrangements must be made with the place to be visited prior to the trip itself.
4. Obtain from each student participating in the trip a consent slip signed by the parents, unless the trip is a regularly scheduled extra-curricular activity.
5. Adult supervision of the students must be adequate to meet the safety and welfare of the students.
6. Teachers shall take roll before leaving the school grounds, keep count during the trip, and take roll again before departing from the place visited.
7. A "Field Trip Request" form must be submitted to the Superintendent's office at least five school days in advance of the planned trip.
8. The field trip is for the benefit of the enrolled student. Siblings, pre-school students or others that are not enrolled in the class may not be allowed to attend.

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

Policy History:

Adopted on: August 13, 2007

Revised on: October 10, 2011

Prior Policy: IV(O) – Field Trips