

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 will be borne by the district.

The following procedures will apply:

By the first Monday in October, each program will submit their list of expected field trips to the superintendent.

Completed Field Trip Request forms should be submitted at the beginning of each school year to the building office or turned into the building office at least six weeks prior to the scheduled trip.

Field Trip funding is limited and priority for district resources will be given to those who meet submission requirements for the beginning of the year.

Special program funding such as migrant, vocational, grants, GEAR-Up, etc. have funds available based on their individual program budgets. Staff members desiring funds from special programs must have program administrator approval of funding requests prior to submitting the field trip request packet.

A complete field trip request packet must include the following when submitting to the building office:

1. Completed Field Trip Request Form
2. Description of Trip (information may be obtained from the internet, flyers, registrations, etc.)
3. Travel Itinerary (includes schedule of travel and trip events)

The following items need to be completed/obtained by the teacher/advisor prior to submitting the field trip request to the building office:

- Background Check Clearance for Non-Staff Chaperones – WATCH or WSP Fingerprinting
- Driver Abstract (if driving school car) for staff and non-staff (may take up to two weeks for abstract to return)
- Arrangements Confirmed for Transportation

The following items need to be completed/obtained by the teacher/advisor prior to leaving on the field trip:

- Parent/Guardian Permission/Emergency/Health Information form for each student
- Class Roster
- Certificate of Insurance Coverage

All chaperones are expected to supervise students on the bus as well as at the activity.

Field Trips

- A. Each school will receive a field trip allocation.
- B. The staff member will contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- C. The staff member will be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students).
- D. Students will not transport themselves in private vehicles.
- E. Each student participating in a field trip must return a permission slip signed by his/her parent before the trip.
- F. If swimming/boating is a planned activity of this field trip, the parent permission form must explicitly state that swimming/boating is a planned activity of this field trip and gives the parent an opportunity to exclude their child from this activity.
- G. A letter of appreciation should be sent to the site host upon completion of the field trip.

Outdoor Education

- A. Information to parents regarding fees and waivers or reductions if offered, special clothing, dates, supervising proposed activities, and other duties will be sent to parents at least one month prior to the session. The parent must sign an approval form.
- B. If feasible, parents may opt to have their child participate in daytime activities only.
- C. Students who do not elect to attend will engage in meaningful learning experiences at school.
- D. Students must purchase accident insurance or have family accident insurance.
- E. If the district can absorb the cost or has access to funds to cover waivers or reductions, students who are unable to pay the fee may be granted a waiver or reduction if they meet the USDA Child Nutrition Program guidelines.

Overnight Field Trips

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least six weeks prior to submission to the superintendent.
- B. After approval by the principal, the request will be submitted to the superintendent for final approval.
- C. After approval by the superintendent, a written description of the overnight field trip and the parent permission form will be sent to the parent. All such field trips are optional. Parent permission is required. Each student participating in a field trip must return the permission form signed by his/her parent before the trip.
- D. If swimming/boating is a planned activity of this field trip, the parent permission form must explicitly state that swimming/boating is a planned activity of this field trip and gives the parent an opportunity to exclude their child from this activity.

International Travel

Approval of international travel be subject to the United States Department of State travel warnings. Travel warnings are issued when the state department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. District travel to Canada and Mexico will be approved unless either country is identified through a travel warning. No district sponsored international travel will be approved to any other country as long as the worldwide caution is in effect.

- A. The staff member must submit to the principal a written request for approval, including purpose, supervision, itinerary, cost, housing, and student costs six months before the date of the trip and before any fundraising begins or deposits are place for the trip.
- B. After approval by the principal, all requests for both single and multi-school trips will be approved by the superintendent.
- C. After approval by the superintendent, a written description of the international, overnight field trip, and the parent permission form will be sent to the parent. All such international trips are optional. Parent permission is required.
- D. All signed approval forms and trip records will be kept on file at the school.
- E. Staff members and sponsors will obtain competitive pricing to assure maximum student participation at the lowest possible cost.

Date: 2-1-13

Reviewed: 10.31.16

Revised: 4.15.19; 5.8.19