

Procedure - 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:

Field Trips

- A. Each school will receive a field trip allocation.
- B. The staff member will submit a completed field trip request form to the principal at least two weeks prior to the field trip.
- C. 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.
- D. The staff member will be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students).

Outdoor Education

- A. The outdoor education plans for the coming school year will be presented to the board for approval.
- B. All staff to be involved will be notified of plans after board approval.
- C. The proposed curricula for the outdoor education school will be presented to teachers at least one month prior to the session.
- D. 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 two weeks prior to submission to the board.
- B. After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting.

Adoption Date:

Classification:

Revised Dates: **08.04; 12.11; 08.23**
