

West Bonner County School District

INSTRUCTION

2550

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.

Requests for approval of field trips must be submitted to the principal at least thirty (30) days in advance of the field trip. The proposal must be on the "Field Trip Request Form", identifying the purpose of the field trip and its educational value to students. The principal may impose restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval.

All students must return permission slips for the field trip, signed by the parent/guardian before they will be allowed to participate in the field trip. The teacher will retain the permission slips until the end of the school year. Alternate lesson plans must be available for those students not participating in the field trip.

Private automobiles will not be used for any field trip.

Extended Field Trips

Requests for extended trips will be made to the building principal and should have the principal's support before being presented to the superintendent. The building principal will confer with the superintendent prior to presenting the request to the Board. The Board will render the final decision on extended trips.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association will be scheduled by the administration.

Extended trips by students attending this district must be consistent with and reflect district curriculum guide. Trips should provide a valuable educational learning experience.

Extended trips should be scheduled after regular school hours, on weekends, or during vacations whenever possible.

Guidelines for tours, excursions and overnight trips

1. The proposal must be on the “Extended Field Trip Request Form” and must have strong support from the building principal, teachers, parent/guardian, and students.
2. The request must include a statement of assurance regarding adequate liability insurance to protect the school district, board members, chaperones, teachers and students.
3. A total number of school days missed must be included in the written proposal. Advanced makeup of school work will be required when the trip exceeds one (1) school day.
4. Proposals for extended trips will include financial information, including the cost to the class, club, department or organization, and the projected cost to the school district and the individual student. Fundraising drives to defray costs must be pre-approved by the principal.
5. The specific proposal will include the names and numbers of students, names of chaperones, the itineraries, and a breakdown of the estimated cost.
6. Following an extended trip, the instructor will prepare and present a summary and evaluation of the trip to the board.

Student Responsibilities

Students are expected to be knowledgeable about the rules governing student conduct. Extended trips are considered an extension of the classroom and all rules pertaining to school-sponsored activity must be followed.

1. Proposals will include student recognition and affirmative support of all district policy and rules contained in the school handbook.
2. Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.

Chaperones

The proposal must include the names and numbers of chaperones, include both male and female chaperones if the proposal is for a mixed group of students.

District employees serving as chaperones and developing the proposal for the extended trip will perform the following duties:

1. Hold a pre-trip meeting with students and parent/guardian.
2. Provide detailed written information about the activities of the trip.
3. Provide information on the responsibility and rules for the students.
4. Discuss district policy regarding student conduct while on a school sponsored activity.
5. Establish a reasonable curfew and enforce strict compliance to this curfew. Periodic checks must be made to ascertain that the students are following curfew requirements.
6. Make periodic checks to insure strict compliance with all school rules.
7. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the tour.
8. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

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

Policy History:

Adopted on: March 14, 2007

Revised on: