

FIELD TRIPS AND EXCURSIONS PROCEDURES

Field trips are defined as travel away from program sites or cooperative learning experiences for multiple member district students coordinated by NWESD 189 staff. Each learning experience will be provided under the supervision of a teacher and with an approved course of study, for the purpose of affording students direct learning experience(s) not available in the classroom. Parent/guardian permission shall be obtained prior to any students participating in a field trip, excursion, or outdoor education program. [See *Field Trip/Activity Permission Slip Form (2320-F2)*]. The following procedures shall apply:

Field Trips:

- 1) The staff member shall submit a completed field-trip-request form to the site administrator or program manager at least one (1) month prior to the field trip.
- 2) The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- 3) The staff member shall be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten (10) students).
- 4) Each student participating in a field trip must first return a permission slip signed by his/her parent.
- 5) A letter of appreciation should be sent to the site host upon completion of the field trip.

Overnight Excursions:

Overnight excursions by NWESD 189 program sites are not encouraged and require approval of the Superintendent at least thirty (30) days prior to the date that the trip is to take place. This request is to be made on the *Overnight Excursion Request Form (2320 F1)*.

After the Superintendent's approval (of either a multiple member district coordinated or NWESD 189 program site overnight trip) the teacher who is asking permission to take an overnight trip must present the following information to the program manager and the parent(s)/guardian(s) of the student participants, at least twenty-four (24) hours prior to the trip:

- 1) a detailed agenda of the entire trip;
- 2) the number of chaperones (to be assigned by gender in a reasonable ratio to the gender make-up of the traveling group); and
- 3) notice that all such trips are optional.

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