

Bigfork School District #38

INSTRUCTION

2320P
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Field Trips, Excursions, and Outdoor Education

Field trips are defined as travel away from school premises, under the supervision of a teacher of an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. Parents may drive on day field trips.

Day and Overnight field trips require administrative approval. With exceptions as noted elsewhere in this procedure, out-of-state field trips must have specific approval from the Board of Trustees. All travel will be provided by the district or by commercial carrier except as noted elsewhere in this policy.

The following procedures shall apply:

Day Field Trips

1. Staff member requesting a one-day field trip shall submit a completed field trip request form to the principal at least one week prior to the field trip. This form shall include a list of instructional objectives as well as a list of pre and post learning activities. The principal will approve the field trip based on his/her assessment of the cost/benefit of the trip.
2. The sponsoring staff member is responsible to coordinate all activities related to the field trip. This includes ordering and confirmation of the bus through the Athletic Director, contact with the site to insure maximum learning opportunities, assessing all activities related to the site for safety, and for providing adequate supervision.
3. Adequate supervision will typically be defined in the elementary school as one adult supervisor for every ten students. At the junior and senior high, at least two adult supervisors will be provided for each bus except with fewer than 25 students only one adult supervisor is required.

Overnight Field Trips

1. Staff members requesting overnight field trips must submit a written plan to the principal, including purposes of the trip, supervision, proposed

itinerary, estimated cost, housing and funding sources. This plan must be submitted at least six weeks prior to the proposed date of the trip and before the trip is discussed with students or parents. Board approval is required for all Out-of-State trips.

2. If students are housed in private homes, they are to be assigned in those homes in pairs or in threes. If any transportation such as to and from a private home is provided by private automobile, such arrangements must be noted on a form signed by the parents which gives permission for the son or daughter to travel in these private automobiles.

3. After approval by the principal, the proposal should be submitted to the Superintendent for his/her approval of at least four weeks prior to the date of the trip.

4. The approval of the trip will depend on the amount of school time lost, value of the learning objectives, and planning, organization and supervision of trip.

Out-of-State Trips

While the District recognizes the importance and value of some out-of-state trips, it also recognizes the necessity of funding the regular instructional programs first. The District believes that, in general, out-of-state trips for organized clubs and activities should not be paid from District funds. Groups may elect to participate in fund-raisers to cover costs. The District does not fund the attendance of individual student's attendance at any out-of-state activity.

Exceptions to the above will be as follows:

1. When a group, individual or organization submits through the regular budget building process, requests for an out-of-state trip, that request will be given consideration as for any other budget item.

2. When an activity group or school club is, through competition, able to qualify for out-of-state competition, and when there's no possible method that the group could, due to time constraints, raise funds, that activity may be funded from the general fund budget when funds are available at the discretion of the superintendent.

The following will be considered in determining the approval of out-of-state trips:

Whether the trip

- is an extension of the academic program or is solely extra-curricular in nature
- is the result of successful competition at the local or state level
- is a logical stepping stone of local competition
- is something directly related to the instructional process
- causes minimal loss of school time
- costs are within available budgets

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