



POLICY: Field Trip Policy and Procedures

DATE APPROVED: December 13, 2008

Field trips are a great opportunity to expand children's learning through active hands-on experience. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. The following is an outline of Canyon Rim Academy policies and procedures for field trips.

Trip Selection

- A maximum of two field trips per grade will be paid for by the school according to the approved budget for the current year. Additional field trips may be sponsored by the school if funding permits.
- The objectives and purpose of the field trip must be identified and detailed for approval.
- Field trips should be coordinated with other teachers to ensure a wide variety of field trips are being chosen throughout the grades.
- A location must be selected prior to final approval.
- If possible, an advance visit to the site is recommended to familiarize yourself with the major features.

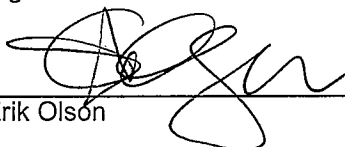
Planning

- The instructor responsible for the field trip should contact the appropriate individual at the field trip site to arrange the actual date and time(s) and obtain appropriate pre-information necessary for the trip
- A *Field Trip Authorization Form* must be completed and submitted to the administrator at least 4 weeks prior to the field trip.
- Once authorization is granted, the instructor is responsible to see the busing service is contacted and transportation is arranged. Personal cars used for field trips is not a preferred means of transporting children and must receive prior approval from the Principal. If personal automobiles are used in transporting children then *Authorization To Use Privately Owned Vehicles Form* must be completed for each driver of the privately owned vehicle.
- A parent authorization form that includes the following information shall be produced and sent home: date, location, student cost, clothing needed, lunch arrangements, parent signature, and request for chaperones.
- A list of all student names and home phone numbers for use in an emergency must be completed prior to the field trip.
- Alternate arrangements for pupils not attending the field trip must be made.
- Instructors planning a field trip shall inform other teachers about the trip if their schedules will be affected.
- Arrangements for chaperones should be made well in advance of the activity.

Conducting the Trip

- Always verify that all students have signed permission slips.
- Collect all necessary monies.
- On the day of the trip:
 - Take roll.
 - Divide class into small groups and assign chaperones to groups.
 - Take inventory of food, equipment, and other supplies.
- During the trip, make sure students have ample time to observe, ask questions, and work on assignments.
- Ensure all students are accounted for before the bus (or privately owned vehicles) departs from field trip location.
- The instructor should evaluate the field trip soon after its completion.

Signature of Board President:

 3/19/08

Erik Olson Date: