



## Field Trip Policy and Procedures

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. Teachers should plan classroom and grade-level fieldtrips in advance as part of their year-long curriculum mapping and determine the educational objectives beforehand in order to best utilize students' time and school resources.

### Budget

- Money may be set aside for fieldtrips as part of the school's operating budget each year. This money will be designated for transportation and admission fees.
- Allocation of budgeted funds will be determined by the administration each year. Unused funds do not carry over to the following year.
- Additional funds for fieldtrips cannot be solicited from outside organizations without prior approval from administration.
- Typically, the budget allows for about three field trips per grade level per academic year.

### Trip Selection

- The objectives and purpose of the field trip should be identified and detailed. All plans must be approved by the administration.
- Field trips should be coordinated within the grade level as the transportation costs for individual class trips would be prohibitive.
- Field trip funds may also be used to bring educational programs to the school rather than traveling to the destination.

### Planning

- A *Field Trip Request Form* should be completed and submitted to the administration as soon as plans are made, but no later than 2 weeks before the intended date. This form details destination, time and date of outing, classes participating, and purpose of the field trip. Transportation arrangements will be made by the school.
- Once authorization is granted, the instructor should inform parents and obtain permission slips for each student. Additional parent chaperones may be requested.
- If the field trip is scheduled over the lunch hour sack lunches will be available from the school. This should be arranged by the teacher in advance.
- It is the responsibility of the instructor to inform other teachers if their schedules will be affected.

## **Conducting the Field Trip**

- Students must have written permission from a parent or guardian to participate. Instructors will take roll and be responsible for those attending.
- Students will be in CRA dress code unless otherwise specified because of the nature of the activity.
- The instructor may want to evaluate the field trip upon completion for future consideration of the destination.

*Revised by the CRA Board of Trustees February 2021*