

## **QUEST ACADEMY POLICY: FIELD TRIP POLICY AND PROCEDURES**

### **PURPOSE**

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 Quest Academy's policies and procedures for field trips.

### **POLICY**

#### **Trip Selection**

- A maximum of two field trips per grade will be paid for by the school consistent with the approved budget for the current year. Middle School teachers are responsible to coordinate field trips. Additional field trips may be sponsored by the school if funding permits.
- The objectives and purpose of the field trip, including the actual desired location must be identified and detailed for approval.
- Field trips should be coordinated with the entire faculty and staff to ensure a wide variety of field trip opportunities and experiences are available throughout all of the grades and to minimize scheduling conflicts with other teachers.
- If possible, an advance visit to the proposed or approved site is recommended so that responsible faculty and staff have a change to familiarize themselves with the major features, opportunities, and potential obstacles of the venue.

#### **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 contact the busing service and arrange transportation.
- A parent authorization form that includes the following information shall be produced and sent home, completed and returned to the instructor responsible for the field trip: date, location, student cost, clothing needed, lunch arrangements, parent signature, and request for / agreement to act as chaperones.
- A list of all student names and home phone numbers for use in an emergency must be completed prior to the field trip. One copy of this list will go with the faculty representative and one copy will remain in the school office for immediate use if necessary.
- Alternate arrangements for pupils not attending the field trip must be made by the instructor responsible for the field trip.
- 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 departs from field trip location.
- The instructor should evaluate the field trip, in writing – filed with the principal – as soon after its completion as possible but not later than within one week.

Signature of Board President:



Brandy Beckman

4/18/08

Date