

FIELD TRIP POLICY

Purpose: Field trips are significant and essential activities designed to offer additional learning experiences. They are not isolated events but are an integral part of the instructional process. Study topics and other interests enhance student's knowledge and understanding.

Policy: The entire field trip must be well planned with an emphasis on education value and safety. Adequate supervision must be provided. The ratio of students to adults varies according to the age of the students and the trip. Parental approval must be secured prior to the field trip. The types of acceptable field trips are defined below.

On Campus

- Pre-planned
 - a. Any pre-arranged location on campus is acceptable that can be reached by walking.
- Spontaneous
 - b. Events that may occur spontaneously on campus can enhance student's learning. When teachers become aware of these events, it can be a great opportunity for a spontaneous field trip and teaching tool. Construction activities, migrating geese or ducks, helicopter landings are some examples.
- Virtual in-class
 - c. Digital media can be used to bring the world into the classroom. Video conferencing is an excellent way for students to experience locations that may be otherwise unreachable. Some examples are video web feeds of jungles, cities, farms or volcanoes. Programs such as Skype can connect classrooms and people across the country or the world by introducing students to different cultures and experiences.

Off Campus

- Pre-planned walking
 - a. Locations off campus that can be easily reached by walking are acceptable. There must be at least a one teacher per six students (ratio of 1 to 6). Sidewalks and cross-walks must be available and used to insure the safety of the group.
 - b. No spontaneous off campus field trips are allowed.
 - c. At present there is no funding available for busing students off campus.

Trip Selection

- There is no limit to the number of field trips that can be taken during the school year.
- The objectives and purpose of the field trip must address the curriculum and study topic.
- Field trips should be coordinated with other teachers to ensure that field trip locations are not being over-used throughout the school year.
- Final approval for the field trip must be obtained from the supervising teacher/director.
- A visit to the site is required before the field trip to become familiarized with the location.

Planning

- The teacher responsible for the field trip should contact the appropriate individual at the site to arrange the actual date and time(s) and obtain appropriate information necessary for the field trip.
- Field Trip Authorization is stipulated in the child's contract at the time of enrollment.
- A parent newsletter and signup sheet must include the following information: time and date, location and contact information.

- Emergency cards for all students must be completed and carried by teachers in the field trip bag.
- Alternate arrangements for pupils not attending the field trip must be made.
- Teachers planning a field trip shall inform other teachers about the trip if their schedules will be affected.
- Arrangements for other adults should be made well in advance of the activity.

Conducting the Trip

- Personal child name tags must be removed and replaced with a field trip tag that includes school contact information.
- School funds will be used for any paid activities.
- On the day of the trip:
 - Divide Class into small groups and assign adults to each group. Ratio must be no larger than 1 to 6.
 - Take field trip bag with emergency cards, first aid kit and any other necessary supplies.
- During the trip, make sure students have ample time to observe, ask questions, and work on assignments.
- Immediately after the field trip teachers capitalize on what learning has taken place and make a thank you note when appropriate.
- The teacher should evaluate the field trip within 48 hours after its completion.



Field Trip & Activity Parental Consent & Release of Liability Form

Section 1: Student & Parent Information	
Student/Participant Name:	
Parent/Guardian Name:	Emergency Phone #:
Section 2: Field Trip Activity Information	
Date of Field Trip/Activity:	
Destination:	
Supervising Teacher/Individual:	
Section 3: Consent & Release of Liability	
<p>I, the above named parent/guardian, grant permission for the above named student to participate in the described field trips/activities. I acknowledge that participation in field trips/activities may involve moderate to strenuous physical activity and may cause physical or emotional distress to participants. There may also be associated health risks. I warrant that student is free from any known heart, respiratory or other health problems that could prevent student from safely participating in any of the activities.</p> <p>I certify that I have medical insurance or otherwise agree to be personally responsible for costs of any emergency or other medical care that student receives. I agree to release the State of Utah, Weber State University, WSU Charter Academy and their agencies, departments, officers, employees, agents and all sponsors, officials and staff or volunteers from the cost of any medical care that student receives as a result of participation in field trips/activities.</p> <p>I further agree to release the State of Utah, Weber State University, WSU Charter Academy and their agencies, departments, officers, employees, agents and all sponsors, officials and staff or volunteers from any and all liability and causes of actions whatsoever for any loss, claim, damage, injury, illness, attorney's fees or harm of any kind or nature arising out of student's participation in field trips/activities. This release extends to any claim made by parents or guardians or their assigns arising from or in any way connected with the field trips/activities described.</p> <p>I agree to inform and explain to my child the safety procedures and precautions necessary to participate in field trips/activities. I also agree to explain to my child the importance of behaving and adhering to any and all instructions or rules of conduct given by the teacher or supervisor in charge. I understand that any failure of my child, the student, to adhere to any rules of conduct required by the supervising teacher/individual may result in injury.</p> <p>In the event of an emergency, I give permission to transport my child to a hospital for medical treatment and emergency aid, anesthesia and/or operation, if in the opinion of the attending physician, such treatment is necessary.</p> <p>In the event of any emergency, if you are unable to reach me at the above telephone number, please contact</p>	
Alternate Contact Name:	Phone #:
I have carefully read and understand the contents of this Parental Consent & Release of Liability Agreement and agree to its terms.	
Parent/Guardian Name	
Signature:	Date: