

## **540 - Field Trip Policy**

Approved by GWA Board of Directors Approved 9-27-2012

Revised 2-26-2015

Field trips may be approved when the teacher feels that the learning of a certain topic may be enhanced by a resource away from the school campus provided such trips are properly planned, funded, and have been approved by the Executive Director.

### **Guidelines**

1. The teacher or grade-level team will discuss the field trip with the Executive Director prior to making a written request. Field trips must have a pre-trip study guide and follow-up study guide. These trips are to be viewed as tools for learning rather than outings for entertainment and should be appropriate for the age group. Study guides must be attached to the field trip request form for the Executive Director's review.
2. The Request for Scheduling a Field Trip form must be turned in to the Executive Director **well in advance** of the planned date. If the field trip involves unusual expense, distances, duration, or activities, the Executive Director will consult with the Board before granting or denying approval. Field trips outside of the state of Utah require Board approval.
3. Permission forms for each student must be signed by their parent or guardian and returned to their teacher. If donations are necessary to cover costs, make sure contributions are voluntary and that students who do not bring money are allowed to participate and are not made to feel bad. Students must turn all donations into the office for processing. All collected fees will then come out of teacher supply accounts. If there is a negative balance, the teacher will be responsible for covering the balance.
4. On the day of, and during, the field trip, a signed permission slip for every child needs to be in possession of the teacher in charge of each group. This will allow the child to receive emergency medical assistance should the need arise. A child may not go on a field trip without written parental permission.
5. Students are to wear their GWA shirt with logo on all field trips. This is to more easily identify students and to show GWA pride.
6. Parents are responsible for the transportation of their child in both directions. GWA employees are not allowed to transport students unless they have express written permission from the student(s) parent/legal guardian.
7. For all school-sponsored trips involving students, school employees must make provision for proper supervision of students. Parents are permitted and encouraged to assist school staff in such supervision.