

Field Trips

The purpose of any field trip from school is to provide an experience to teach or enrich the subject matter and to teach material/skills that can best be learned in an authentic community setting. In addition to field trips, the Ashland School Community has long supported a Winter Recreation Program and class trips. These experiences are considered beneficial for many reasons including a much broader connection to life-long learning rather than specific alignment to a set curriculum. Therefore, they are not required to meet the criteria for approval outlined below.

The responsibility to determine if a field trip meets with the intent of this policy rests with the building principal. The principal will develop and implement procedures for staff, volunteers and students for field trips, including behavior expectations on the trip.

The principal shall approve or not approve a field trip request based on an analysis of the instructional purpose, how it meets the learning objectives in the curriculum, the overall cost of the field trip (to both the school and/or the individual student), appropriate transportation, safety, insurance coverage and qualified adequate adult supervision.

When analyzing the request, the principal shall give primary consideration to the value gained by students through an authentic hands-on experience. The principal shall consider the following for approval of the activity:

1. The degree to which the activity/trip strongly connects to curriculum standards and/or learning outcomes;
2. The quality of the activities students will participate in while on the trip;
3. An alternative quality instructional program for those students who do not participate in the trip;
4. The opportunity for substantive and relevant preliminary and follow-up activities;
5. How curricula content will be integrated across the curriculum to ensure students are receiving a complete educational experience; and
6. Accessibility of trip and available accommodations for participants with disabilities.

Field trips which all class members are expected to attend that involve a fee of any kind will be open to every child, whether they can afford the trip or not. Means of financing intended field trips will be explored by the requesting teacher, class advisor or coach, and will be subject to approval by the principal, prior to any final recommendation of any field trip. In the case of class trips, financial means may require student participation in fundraising. Additionally, the Winter Recreation Program may require a fee for specific activities.

A field trip approval form will be completed for each intended field/class trip and submitted to the principal for his/her approval. Once approved, permission slips, describing specific details of the field/class trip, must be sent home and returned/signed by a parent/guardian prior to the trip.

The principal shall, each month, notify the school board of all trips approved by him/her in the prior month. When an overnight trip is being proposed for the first time, or if an established overnight trip is being substantially altered, and if it has the superintendent's approval, the proposal shall be presented to the school board as an information item in advance of the scheduled trip.

On all trips, there shall be a ratio of one (1) chaperone per ten (10) students, unless otherwise determined by the principal. With respect to overnight field trips, there shall be at least two (2) chaperones and the chaperones shall match the gender of students participating.

Field trip approval can be rescinded by the principal and/or superintendent as circumstances warrant.

No Legal References

To PRC: 12/06/16, 01/03/17
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