

FIELD TRIP POLICY

School-Day Field Trips

Instructional Field Trips

Sweetwater County School District Number One, State of Wyoming recognizes that extending the classroom outside the school provides students with first-hand experiences that are an effective and worthwhile method of learning. The learning method allows the community and schools to work together to provide students a meaningful, community-based, learning experience. School field trips to places and events within the area provide students with an understanding of their community not attainable inside the school. Sweetwater County School District Number One, State of Wyoming encourages field trips that are incorporated into the school program and curriculum.

Principals must consider the following criteria when approving filed trips:

Field-trip requests should be submitted at least two (2) weeks prior to the scheduled event. Field-trip requests must:

- State specifically the outcome of the trip in terms of grade-level State Standards or curriculum objectives;
- Describe how the field trip will provide an experience not available in the regular classroom;
- Describe classroom instruction that will prepare the students for the experience;
- Describe the assessment strategy designed to evaluate the effectiveness of the experience;
- Provide a complete agenda and timeline for the entire trip for informational purposes; and,
- Identify the adult chaperones and the chaperone:student ratio.

Social Reward/Recreational Field Trips

Sweetwater County School District Number One, State of Wyoming recognizes that incentive based field trips effectively motivate and reward students. Motivation and reward are integral to a complete educational process. Students who are given the opportunity to earn participation in a field trip learn effort-reward principles. Student understanding of effort-reward principles is a valuable and essential component of the educational process. Sweetwater County School District Number One, State of Wyoming encourages incentive-based field trips that are effectively integrated in the educational process.

Field trips are also to allow students to utilize facilities not available at every school site.

All field trips will provide students a safe, learning experience directly related to the District objectives.

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The building principal must receive all field trip requests. Teachers must include in a field-trip request a written rationale explaining how the experience will provide students with the opportunity to achieve Wyoming State Standards or the grade-level course/curriculum objective.

Principals must consider the following criteria when approving field trips:

Field-trip requests should be submitted at least two (2) weeks prior to the scheduled event. Field-trip requests must:

- Describe how the field trip will provide an experience not available in the regular classroom;
- Describe classroom instruction that will prepare the students for the experience;
- Provide a complete agenda and timeline for the entire trip for informational purposes; and,
- Identify the adult chaperones and the chaperone:student ratio.

When approved, building principals will forward requests to the Office of Human Resources for final approval of Social Reward/Recreational field trips and transportation arrangements for all field trips.

Students going on either instructional or social reward/recreational field trips must have written, parental permission and emergency contact numbers in the principal's office. The sponsoring teacher must take medical emergency information and emergency contact numbers on the field trip.

All field trips should be planned for Monday through Thursday due to high demands for transportation on Fridays.

All Overnight Field Trips

Sweetwater County School District Number One, State of Wyoming recognizes that, on rare occasions, overnight field trips present a unique opportunity for students to participate in activities which support State Standards and curriculum objectives. All requests for overnight field trips for elementary kindergarten through sixth grade must be approved by the Board of Education at least one (1) month before the proposed field trip. In addition to the information provided for a field trip during a school day, specific information regarding lodging, meals, and overnight-supervision arrangements must be included. An overnight-trip chaperone who is not a district employee must have a criminal background check. The background-check cost will be the responsibility of the chaperone.

Adopted: 5/11/98

Revised: 4/12/04 3/9/09

School District #1, Sweetwater County, Wyoming