

Offsite Learning

The District recognizes that offsite learning activities can be useful in exposing students to information and offering students perspectives which are not available within the classroom and such activities are, therefore, supported by the District when they are integral to student instruction and assessment and when they are consistent with District resources. To the extent possible, offsite learning opportunities should be available to all students in the District on a fair and equitable basis.

The following considerations and procedures shall apply in approving and structuring offsite learning opportunities:

General Considerations:

- Approval Requirements. Offsite trips of one day's duration or less are subject to approval of the principal. Extended trips are those requiring overnight accommodation. Extended trips require the Superintendent's approval.
- Absences. Every effort shall be made to minimize absences from the regular school program.
- Approval Considerations. Each request shall be reviewed and permission granted or denied on its individual merit within budgetary limitations. Items considered will be importance of the trip to the school program, how much school will be missed by students and teachers, the effect on other school programs, and the cost of the trip.
- Parent Information and Approval. Teachers shall provide parents/guardians with written information concerning the purpose and the details of the trip - destination, times, etc.. Signed permission slips must be obtained for each student participating in the trip. These authorizations can be for a single trip or on a blanket basis.
- Supervision. The teacher(s) in charge will determine the number of adult supervisors required. The names of adults selected must be submitted by the teachers in advance to the principal for approval. The teacher(s) are responsible for assigning specific duties and responsibilities to the adult supervisors.
- Behavior. The teacher(s) in charge are responsible for the behavior of the group at all times, including on the bus.

Specific Considerations for *Extended Trips*:

- Insurance. Evidence of participation in the school insurance program (24 hour coverage) or the equivalent medical insurance program must be secured for each student participating in the trip.
- Itinerary. A detailed itinerary and budget information for the trip must be submitted to the principal, the Superintendent and the parents. Unscheduled blocks of time will not be approved as students must be supervised at all times. Extravagant expenditures are to be avoided.
- Consent. Parents/guardians must sign a consent form authorizing the teacher(s) in charge to consent to medical/dental examination, diagnosis and treatment of any minor students during the trip by a physician, dentist or surgeon at the parents/guardians' expense when in the opinion of the teacher(s) such is in the best interest of the student.
- Rules. Students and all adult supervisors must follow all rules that apply to the group. To avoid misunderstandings all participants should acknowledge in writing that they have reviewed the rules applicable to the trip.

**Cross Reference: EEAD - Special Use of Buses
 JLCE - First Aid and Emergency Medical Care**

Adopted: May 7, 2001