



American Academy of Innovation

Policy: Field Trip Policy

Approved: June 22, 2016

Field trips are an integral part of the instructional program and may be provided to enrich or expand learning opportunities for students. Field trips shall be used to place a variety of civic, cultural, community, and business resources within the reach of the classroom. Within funding limitations, it is the philosophy of the American Academy of Innovation Board to assure all schools an equal opportunity to receive bus service for field trips.

Policy

The Administration shall be responsible to see that field trip experiences, which are directly related to established curriculum goals, are provided according to the following policy provisions:

- A. Field trip authorization
 - 1. Field trips of less than one (1) day duration shall be coordinated and authorized by the school Director who is responsible to assure that adequate funding is available through an appropriate funding source. In elementary schools, field trips outside of Salt Lake, Utah and Davis Counties must be approved by the Administrator of Schools.
 - 2. Overnight travel must be authorized by an Administrator of Schools.
 - 3. The Board, coordinators, and teacher specialists may be assigned to coordinate field trip activities sponsored at the Board level.
- B. A Field Trip Planning Guide shall be completed by staff and approved by the school Director for each proposed field trip. The following information shall be provided by the teacher(s) or adviser(s) requesting the field trip:
 - 1. A description of the field trip including the purpose of the trip, place of destination, class or sponsoring organization, and number of students involved.
 - 2. An outline of the field trip curriculum including instruction prior to the event, during transit, at the point of destination, and evaluation or follow-up activities after the event.
- C. All field trips must adhere to established policies and regulations governing student safety, including use of an authorized means of transportation which meets all Charter and State requirements for transporting students, parent permission for student participation, and an adequate number of qualified adult supervisors who have passed a Board background check, if needed.
- D. Bus service
 - 1. First preference is to leverage Utah TRAX whenever possible.

2. Directors must coordinate for bus service for field trips a minimum of two weeks in advance. The request for transportation service must be approved by the Director and the Board.
3. When students are engaged in an activity where a change of clothing is required, schools should make arrangements for a changing room for students. School buses shall not be used as a dressing room.
4. Upon arrival at the field trip/activity run destination, drivers shall secure the bus and remain accessible to the group unless otherwise instructed by the administrator in charge.
5. The school administration shall assure that one or more responsible, adult supervisors are aboard each bus that is on a field trip/activity run.
6. Drivers shall make every effort to assure safety and shall follow established procedures for student discipline.
7. It is not permitted for drivers to transport family members unless they are part of the group/class paying for the trip.



Julie Goldklang-AAI Board President

22 June 2016

Date