

## **The Vanguard School**

### **POLICY: Vanguard IICA – Field Trips**

**POLICY ADOPTED: 12-19-17**

The Board supports and encourages field trips as an extension of the regular curriculum. Field trips can be grouped into two categories, Regular Field Trips and Extended Field Trips. Principals may approve all regular field trips. The Board will approve all extended field trips.

#### **REGULAR FIELD TRIPS**

Regular field trips grow out of the curriculum. Such trips typically may be taken within a school day and are for the purpose of extending or expanding what is being taught in the classroom at the time. Examples of regular field trips are trips to the zoo and to City Hall.

#### **EXTENDED FIELD TRIPS**

Extended field trips may be taken under certain circumstances. For purposes of this policy, an extended field trip is defined as one that requires both students and staff to be away from the classroom for more than one day. Such trips are divided into two categories, curricular and extracurricular:

##### **Curricular**

Extended curricular field trips must be an extension of the regular curriculum. All students involved in the specific course or unit of study in which the trip is taken must have the opportunity to go on the trip.

##### **Extracurricular**

Extended extracurricular field trips must be an extension of an approved extracurricular activity, either athletic or non-athletic. Such field trips will be taken only as a direct outgrowth of the activity. Participation in the trip must be based on a student's active participation in the activity, the nature and needs of the trip, and the judgment of the activity sponsor.

The school will provide substitute teachers to replace teachers accompanying approved regular or extended field trips. Transportation costs may be provided by the school. All other costs must be provided by the individual student (family), activity, or class for whom the trip is taken, except in specific cases. Any exception must be approved by the Executive Director and the Board must be informed.

## Implementation

The administration will develop guidelines and procedures for the implementation of this policy. Such guidelines and procedures must include, but will not be limited to, collection of costs, sponsors and chaperones, pre-planning, types of trips, and administrative approval. In every case, both this policy and the administrative procedures for implementation must be followed.