

<p>Curriculum & Instruction 8741</p> <p>Single Day Out-of-School Excursions and Outdoor Education Programs</p>	Administrative Application	
	Last Reviewed /Approved on:	December 18, 2018
	References:	Administrative Application 8740 Field Trips and Outdoor Education Policy 12 – Role of the Director
	Status:	Operational

Application

1. Single Day In-City Excursions

- a. Review *Administrative Applications Information 8740 – Field Trips and Outdoor Education*.
- b. Ensure that parents are informed prior to students being involved in off-site activities.

2. Single Day Out-of-City Excursions

- a. Review *Administrative Application Information 8740 – Field Trips and Outdoor Education*.
- b. Complete *Application Form for Single Day Out-of-City Excursions (Form A)* and send this information to the designated superintendent for approval no later than three (3) weeks before the event.
- c. Ensure that parents are informed prior to students being involved with off-site activities.
- d. Ensure that a method of communication between staff and the school is established.

3. Outdoor Education Programs

Outdoor Education programs are curricular-based excursions that are out of the city and involve over-night stays, and do not include interscholastic tournaments or activities.

- a. Review *Administrative Application Information 8740 – Field Trips and Outdoor Education*.
- b. Complete *Application and Approval Form for Overnight Excursions (Form B)* and send this information to the designated superintendent for preliminary approval no later than one month before the event.
- c. Ensure that parents are notified of details relating to the Outdoor Education Program.
- d. Ensure that a method of communication between staff and the school is established.