

Curriculum & Instruction 8741	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	Administrative Application 8740 Field Trips and Outdoor Education Policy 12 – Role of the Director
	Status:	Operational

Application

1. Single Day In-City Excursions

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

2. Single Day Out-of-City Excursions

- Review *Administrative Application Information 8740 – Field Trips and Outdoor Education*.
- Complete *Application Form for Single Day Out-of-City Excursions (Form A)* and send this information to the area superintendent for approval no later than three (3) months before the event.
- Ensure that parents are informed prior to students being involved with off-site activities.
- 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.

- Review *Administrative Application Information 8740 – Field Trips and Outdoor Education*.
- Complete *Application and Approval Form for Overnight Excursions (Form B)* and send this information to the area superintendent for preliminary approval no later than one (1) month before the event.
- Ensure that parents are notified of details relating to the Outdoor Education/Landbased Program.
- Ensure that a method of communication between staff and the school is established.