

GUIDELINES FOR SCHOOL TRIPS

Daytime Field Trips

It is recommended that groups or classes may not be away from the classroom more than the equivalent of two full school days per semester. If a class or group can show availability of an unusual learning experience, it may appeal to the local school board for additional time. A "*Daytime Field Trip Form*" should be approved by the local board well in advance of any proposed activity.

Overnight School Trips

Groups or classes wishing to take a field trip requiring an overnight stay should use the allotted daytime trip time away from the classroom. An "*Overnight Trip Request*" form should be approved by the local school board and the Conference Office of Education well in advance of any proposed trip.

Outdoor School

It is recommended that schools wishing to conduct outdoor school should plan to be away from the classroom no more than the equivalent of three school days, with a few hours of structured lesson time included each day. If unusual educational value can be shown, an appeal for additional time up to one week may be made to the local board and the Conference Office of Education. In general, it is recommended that outdoor school be conducted within the state. Approval for outdoor school should be requested on the "Overnight Trip Request" form. Please attach a daily schedule of learning activities.

Eighth Grade Class Trips

An eighth grade class may be absent from the classroom one day for its class trip or "skip day." If additional time is desired, the trip should be made in conjunction with a weekend, holiday, or school vacation period.

It is recommended that eighth grade class trips be planned within the state of Arizona.

Eighth grade class trips should not exceed a maximum cost of \$75 per student or half the cost of one month's tuition, whichever is less. If the cost per student restricts any member of the class from participating, then the proposed trip should not be undertaken and an alternate plan should be developed.

Approval for eighth grade class trips should be obtained following the same procedure as any other off-campus trip, using whichever request form is applicable.

General Guidelines

- Supervision:** "One adult per six students" is the supervision ratio recommended for all school trips. If an overnight trip group includes both boys and girls, the sponsor group must include both men and women.
- Transportation:** Drivers transporting students on any school trip must be responsible adults with a safe driving record. All vehicles used to transport students must carry a minimum liability insurance of \$300,000. Vehicles may not carry more than the legal number of passengers.
- Approval:** Daytime trips may be approved by the local school board. Overnight trips must be approved by both the local board and the Conference Office of Education. Special requests may be referred to the K-12 Board.

SIGNED PARENTAL CONSENT AND MEDICAL CONSENT-TO-TREAT FORMS must accompany every student who goes on any off-campus school trip.