

Educational field trips are an important aspect of education in that they provide experiential learning opportunities for students in authentic settings. To maximize the benefit to students, trips must be well planned, properly supervised, appropriately priced, and focused on extending student knowledge, developing leadership skills, enhancing communication skills, and expanding global perspectives.

The following criteria have been developed to assist school leaders in evaluating field trip programs for approval.

Group Leader: All educational field trips will be led by a faculty member with abilities and interests that align with the interests and objectives of the course, discipline, or program from which students are participating. The group leader will serve as leader for other chaperones supervising students. The leader will ensure that a sufficient number of chaperones are provided to properly supervise each field trip based on the individual demands of each destination. Group leaders should be proficient in the following elements and/or indicators:

- IIB1 – Safe Learning Environment Element
- IIC – Cultural Proficiency Indicator
- IID1 – Clear Expectations Element
- IIIC – Communication Indicator
- IVC – Professional Collaboration Indicator
- IVD – Decision-Making Indicator
- IVF – Professional Responsibilities Indicator

Itinerary: The itinerary should reflect a strong educational foundation in the planning of programs and events. Overnight programs should include adequate accommodations, meal planning, and appropriate recreational activities for students.

Instructional Objective: An educational field trip experience is supplemental to a course, activity, club, or program. The purpose of the field trip program should be clearly articulated to describe how it connects to the curriculum, extends extra-curricular programs, and/or enhances 21st century skills, leadership qualities, or service learning contributions.

Vendor / Logistics: Logistics provided by a travel company or other support organization should support the travel program as an educational experience provided in a safe and effective manner. Consideration should be given to the qualifications, reputation, safety record, and responsiveness of the company.

Cost of the Travel Program: The cost of the program must be clearly stated. Families should have sufficient notice to budget funds for programs. Program costs, when compared to similar travel programs, should reflect appropriate charges as expected when traveling to the selected destination.

School Time: Where possible, trips should be scheduled with minimal loss of school or instructional time; however, when this occurs, the principal will weigh the benefits of the program to the benefits of the in-school time.