



# **PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11**

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## **Pawnee CUDS #11 Field Trip Guidelines**

Field trips should be designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development. Criteria to be used for assessing the advisability of a proposed field trip include:

- Consideration for the amount of lost class time
- Student safety
- Evaluation of its unique educational opportunity
- Its relationship to the curriculum or standards for the course

Pawnee CUSD #11 does not have quotas or limits for maximum number of field trips; however, the hope is that teachers will be mindful of the impact that missed classroom time has on students and balance the learning opportunity of the field trip with loss of instructional minutes. Teachers are encouraged to consider planning trips that have no negative impact on instructional time. There should be no reward or enrichment field trips. Field trips should relate to academic coursework and support state learning standards.

### **Field Trip Checklist**

- √ Determine and document the educational benefit of the field trip.
- √ Determine proposed costs and funding. (see below)
- √ Provide a description of all activities and/or an itinerary.
- √ Provide field trip information to students, parents, and administration.
- √ Provide a list of participants to faculty, staff, and administration.
- √ Provide copy of field trip permission forms to office prior trip.
- √ Check with nurse regarding any necessary medicine or medical information.
- √ Have office and administrator phone numbers in case of emergency