

FIELD TRIP PROCEDURES ONE PAGER

1) The Sponsoring Teacher or Athletic Coach initiates the field trip request on the City of Baker School System Field Trip Request Form that must list all destinations and all stops from the departure to the return to school.
[Field Trip Form](#)

2) The Sponsoring Teacher or Athletic Coach submits the Field Trip Request Form by email to the Principal for approval

3) The Principal disapproves or approves the trip.

4) If approved by the School Principal, the Field Trip Request Form routes to the Supervisor of Instruction and any other necessary administrators for approval

5) The Supervisor of Instruction will determine the most appropriate type of field trip the request fits

Type #1 Curricular Field Trip shall be defined as a field trip where

- a) Participating pupils are enrolled in a particular course to which the trip is aligned
- b) The Sponsoring Teacher created a lesson plan including the field trip and aligned it to the curriculum as well as an alternative lesson for students who opt not to attend the field trip
- c) The Principal approved the lesson plan and trip in advance;
- d) The field trip takes place during class time; and
- e) The trip counts toward the student's grade/credit in the class.

More broadly, curricular field trips may also reflect the broader learning expectations of the school, and may include:

Type #2 Educational Field Trip shall be defined as a field trip where the content of the field trip is educational in nature but does not necessarily align to one particular course or class (e.g., visits to local colleges and universities)

Type #3 Cultural Field Trip: A field trip where the content of the trip is cultural in nature (e.g., Festival Acadiens et Creoles in Lafayette, Louisiana)

Type #4 Extracurricular Field Trip shall be defined as a field trip where the activity may not be part of the curriculum, is not graded, does not offer credit, or does not take place during classroom time. Other types of extracurricular trips include:

- a) Social Field Trip shall be defined as a field trip where the content of the trip is social in nature (e.g., Human Relations Club picnic) with note that the field trip may not occur during class time.
- b) Recreational Field Trip: A field trip shall be defined as a field trip where the content of the trip is purely recreational (e.g., skating trip for fitness group) with note that the trip may not occur during class time.
- c) Athletic Trip

6) The Supervisor of Instruction either approves or disapproves the trip. If approved, the form routes to the Transportation Department.

7) The Transportation Department will verify the field trip does not conflict with normal arrival or dismissal times or other planned field trips