



## **Field Trip Administrative Procedures**

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Montessori philosophy emphasizes “going out”—the act of bringing learning outside the classroom. This can range from a kindergarten nature walk around the school to a weeks-long out-of-country experience for the middle schoolers. Experiential learning outside the classroom, in all its forms, is an exploration of the world and all the amazing things it has to offer. Our students’ brains are formed and changed by the stimulus they receive. Being out in the world offers a broad range of learning benefits because it broadens experience.

Field trips are a primary way to get students learning outside the school. Our goal is to provide our students with field trips each year that support and enhance our curriculum.

The School recognizes the importance of field trips as a connection to, and an extension of, the regular curriculum. Fees for field trips cannot be charged for students in grades K-6; however, donations for field trips may be solicited. Students in grades 7-9 may be requested to pay a field trip fee. Fee Waiver policies apply. No student will remain behind during a field trip simply for failure to provide a donation or field trip fee.

**FIELD TRIP COORDINATORS** – Teachers will serve as Field Trip Coordinators for all field trips. They will be responsible for estimating costs to formulate the field trip budget as well as scheduling bus transportation if needed and providing permission forms. Additionally, the Field Trip Coordinators will ensure that all procedures are followed in order that field trips are well planned and are enjoyable and educational experiences for all.

**SUPERVISION** – Field Trip Coordinators are responsible for ensuring that adequate adult supervision is maintained on all field trips. Proper ratios of adult chaperones (parent volunteers or school staff) to students for typical field trips are as follows:

K and 1st – 1 : 5  
2nd and 3rd – 1 : 6  
4th thru 6th – 1 : 6  
7th and 8th – 1 : 8  
9th – 1 : 8

The nature of some field trips may require additional supervision as determined by the Director.

**LUNCH** – The School may provide sack lunches for students on field trips, with advance notice on the permission form. Students may also provide their own home lunch. This must be communicated to parents and students.

**DRESS CODE** – Students are required to comply with the School’s Dress Code while on School-sponsored field trips. Exceptions may include if the School Dress Code apparel is not appropriate for the activities of the field trip, such as swimming or skiing.

**PERMISSION** – Parents or guardians must provide written permission prior to their student attending a field trip. A scanned, faxed or other form of a written signature is acceptable. Phone calls and emails are not acceptable forms of signed, written permission. Permission forms must be returned prior to the day of the field trip and must be approved by an administrator before being distributed to students and parents.

**PAYMENT** – All donations or fees must be made to the office. The front office staff will track the money collected and issue receipts. It is the responsibility of the scheduling teacher to arrange payment with the field trip venue. If payment must be made by check or credit card, the scheduling teacher must notify the administration at least two weeks prior to the field trip.

**FIELD TRIP AUTHORIZATION FORM** – Each scheduling teacher must complete the School’s Field Trip Authorization Form and submit it to the Director for review and approval prior to any field trip.

**STUDENTS WITH DISABILITIES** – The School does not discriminate on the basis of disability in its educational programs or activities, including with respect to field trips, as demonstrated by the following:

- A. The School provides non-academic and extracurricular services and activities in such manner as is necessary to afford students with disabilities an equal opportunity to participate in such services and activities;
- B. The School provides non-academic and extracurricular services and activities in such manner as is necessary to afford students with disabilities an opportunity to participate, to the maximum extent appropriate, in such services and activities with students without disabilities;
- C. Students’ Individualized Education Programs (IEPs) and Section 504 Plans are in effect for field trips; and
- D. If a parent or guardian of a student with a disability believes the student has been discriminated against by the School with respect to a field trip, the parent or guardian may contact the U.S. Department of Education for Civil Rights (“OCR”) to file a complaint. The phone number and email address for OCR’s Denver Office (the office that serves the state of Utah) is as follows: phone (303-844-5695) and email ([OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)).