

Field trips may be approved when the teacher feels that the learning of a certain topic may be enhanced by a resource away from the school campus provided such trips are properly planned, funded, and have been approved by the Executive Director.

### Guidelines

1. The teacher or grade-level team will discuss the field trip with the Executive Director prior to making a written request.
2. The Request for Scheduling a Field Trip form must be turned in to the Executive Director two weeks in advance of the planned date. If the field trip involves unusual expense, distances, duration, or activities, the Executive Director will consult with the Board before granting or denying approval. Field trips outside of the state of Utah require Board approval.
3. Permission forms for each student must be signed by their parent or guardian and returned to their teacher. If donations are necessary to cover costs, make sure contributions are voluntary and that students who do not bring money are allowed to participate. Students must turn all donations into the office for processing.
4. On the day of, and during, the field trip, a signed permission slip for every child needs to be in possession of the teacher in charge of each group. This will allow the child to receive emergency medical assistance should the need arise. A child may not go on a field trip without written parental permission.
5. Students are to wear their GWA uniform on all field trips. This is to more easily identify students.
6. Parents are responsible for the transportation of their child in both directions when other forms of transportation are not provided by the school.
7. For all school-sponsored trips involving students, school employees must make provision for proper supervision of students. Parents are permitted and encouraged to assist school staff in such supervision.