



## SECTION III: STUDENT POLICY 3060

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### Student Field Trip and Activity Policy

Insight School of Oklahoma (“ISOK”) seeks to provide students with rich opportunities for learning outside the virtual school. As a virtual school, ISOK may use educational and cultural resources to enrich the formal learning of its students. The Head of School shall have authority to approve field trips that do not involve an overnight stay and that flow naturally from curriculum topics being explored in the classroom. Activities may also stem from the need to reinforce ideas of cooperation and productive community living. For events involving an overnight stay, the ISOK Board of Education (the “Board”) shall approve any such field trips or activities as described herein.

Any overnight trips should offer significant educational benefits to students that clearly justify the time and expense. If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Participation in a school-sponsored trip or activity which is not part of a required class activity is not a student’s right, but a privilege. No student may attend a trip if, in the determination of the Head of School, or his/her designee, the student’s behavior has been so inappropriate as to be deemed disruptive to the planned trip. Additionally, all policies, rules, and regulations of ISOK will be in effect throughout any school trip.

For the purpose of this policy, a field trip is defined as a school sponsored activity involving an individual student or groups of students who are traveling to a school-sponsored event. All field trips and student activity opportunities should be appropriate for the grade level.

This policy applies to all student trips which have received approval in accordance with this policy, including:

1. Day trips are defined as trips that occur during regular school hours, or trips that extend beyond normal school hours during the day, but do not extend overnight; and
2. Out-of-state or overnight trips are defined as trips that involve an overnight stay of at least one night or trips that involve travel out of state.

Any questions pertaining to this policy should be directed to the Head of School.

## Purpose of Field Trips/Activities

Staff members will work within the following guidelines in their selection of appropriate field trips to present to the Head of School and/or Board.

- a. Field trips that are integral to a specific curriculum unit  
These field trips include a focused visit to locations such as a museum, a theatre production, a historical location, or government building.
- b. Field trips that build group identity  
These field trips might include an outward bound day trip or camping trip experience with an overnight component. Community building trips reinforce relationships in an existing group of students; they might also prepare students for a significant transition into a new structure or community (e.g. students entering grades 6 and 9). The context of such field trips is to help children work collaboratively, make decisions, evaluate success, and prepare for the future.
- c. Field trips that celebrate or culminate group work  
These field trips might include a trip at the end of a school year for 8th grade students to mark the completion of their middle school years.
- d. Field trips that meet the mission and goals of student activity groups  
These field trips might include travel to special events or to provide service to community organizations.

Students who attend field trips must be given a reasonable and adequate opportunity to complete assignments for other classes.

Any student participating in a Field Trip, as defined herein, shall complete a Liability Release Form. Transportation Waivers were completed during enrollment. and a Transportation Waiver Form. ISOK does not provide transportation for any school-related activities Participation in a field trip is a privilege, and the failure to complete the required forms may prohibit a student from participating.