

Rural Roots Academy Outdoor Education and Field Trip Policy

The purpose of this policy is to establish guidelines for outdoor education activities and field trips that enhance learning experiences while ensuring the safety and well-being of all participants.

Outdoor Education and Field Trip Objectives:

1. To provide enriching educational experiences outside the classroom.
 2. To promote environmental awareness and appreciation.
 3. To ensure the safety of students and staff during outdoor activities.
-
- **Outdoor Education:** Learning experiences that take place in natural settings, often focused on environmental science, physical education, and teamwork. Unique to Rural Roots Academy, is that many of these experiences may take place independently or with family members, due to the school's virtual format.
 - **Field Trip:** A planned educational outing to a location outside the school or usual learning environment (home or office), intended to enhance curriculum learning and broaden experiences and perspectives.

Guidelines

1. Planning and Approval

- All outdoor education activities and field trips must be pre-approved by the school administration.
- A detailed itinerary, including objectives, location, transportation, and supervision plans, must be submitted for approval at least two weeks in advance.

2. Safety Protocols

- A risk assessment must be conducted for all outdoor activities.
- First aid kits and emergency contact information should be readily available.
- Appropriate safety gear must be used as required (e.g., helmets for biking, life jackets for water activities).
- Administration and staff are to ensure insurance is adequate to cover all participants and risks to be endured on trip

3. Supervision Ratios

- Supervision Ratios will vary based on age of students, number of students, and the activity or location. The following will be used as a guidelines for adult to child ratios (at minimum):
 - Grades 1-4: 1 adult for every 5-7 students
 - Grades 5-9: 1 adult for every 10-15 students

While these events will be teacher organized and led, parents can qualify as an adult supervisor

4. Parental/Guardian Involvement

- Inform parents about the trip details, including educational goals, risks, and required equipment.
- Obtain written consent from parents or guardians for students to participate.
- Parents/guardians to completely fill out necessary forms (attached)
- Parents are welcome to join on field trips and act as supervisors.
- If parents/guardians will be in charge of or alone with 1 or more children that are not their own, they will be required to submit a Criminal Record Check and possibly a Child Welfare Check

5. Transportation

- Rural Roots Academy will use approved transportation providers with proper insurance and safety records.
- Before all excursions, drivers will conduct a pre-trip check of vehicles for safety compliance.

6. Environmental Responsibility

- On excursions that take place in outdoor/environmental locations (parks, farms, fairs, greenhouses, fairs, etc...) students and supervisors will be expected to adhere to the *Leave No Trace* practice in which there will be little to no evidence we there as all material has been cleaned up and packed away .
- Include activities that promote environmental stewardship and sustainability.

7. Post-Trip Evaluation

- Conduct a debriefing session with students and staff to assess the educational impact and areas for improvement.
- Gather feedback from parents and guardians.

Rural Roots Academy Permission Forms:

While course delivery and material can be accessed virtually, a draw to this school is our emphasis on outdoor education(through field trips and independently assigned activities) through hands-on learning. This document will contain three different policies and accompanying permission forms:

- 1) Permission for students to complete an assignment or task to fulfill an outcome as assigned by the teacher. These tasks are for students to complete independently but outside at their own residence. Tasks may include but are not limited to: going for a walk, endurance training, observing and collecting items from nature, finding material to create a project, exploring a local landmark, etc...
- 2) Ongoing permission for students to go to local parks, grassy areas, and walks for movement breaks and exercise on days they are inside the building. Students in grades 1-5 will be accompanied by a supervisor and with parental permission, students in grades 7-9 can go independently to designated, approved areas.
- 3) Field trip forms for activities that are to take place off campus and (mostly) out of town.

Rural Roots Academy Outdoor/Off Campus Risk AcknowledgementForm

This hereby certifies that _____ (student name), a student at Rural Roots Academy for the 2025/2026 academic year may routinely be asked to complete assignments and tasks outside at their own residence, or parental approved location for educational purposes. In signing this, I am acknowledging the potential risks that come with outdoor and unconventional assignments and tasks.

Rural Roots Academy and staff will not be held liable for any events resulting in injury or death. It is the parent/guardian responsibility to be aware of the impending task and evaluate all potential risks.

At any point, if the student feels unsafe or the parent/guardian deems it unsafe, the student has the right to opt out of the task. The teacher will then come up with an alternate method to achieve the targeted outcome.

_____ (parent/guardian name - print and sign)

_____ (date)

_____ (principal name - print and sign)

_____ (date)

Rural Roots Academy Outdoor/Off Campus Permission Form

This hereby certifies that _____ (student name), a student at Rural Roots Academy for the 2025/2026 academic year may routinely go outside and off campus to access parks, grassy areas for rest, and participate in walks and movement breaks off campus on days they are in the building seeking in person support.

Students in grades 1-5 will always be accompanied by a staff member on a 1:5 ratio. One adult to a maximum of 5 students.

Students in grades 6 - 9 can leave campus without an adult, with parent/guardian consent.

My child's age/ grade _____

If your child is in grades 6-9, do you grant permission for your child to leave campus unsupervised? YES NO

If you have a child in grades 1-5, do you grant them permission to leave campus with their older sibling of grades 6-9? YES NO

If yes, please list sibling(s) name and age/grade:

_____ (parent/guardian name - print and sign)

_____ (date)

_____ (principal name - print and sign)

_____ (date)

Rural Roots Academy Field Trip Permission Form

This hereby certifies that _____ (student name), a student at Rural Roots Academy for the 2025/2026 academic year has permission to attend a field trip at _____ (address of destination) on _____ (date) under the supervision of _____ (supervisor(s))

Excursion Details:

Departure Time: _____

Arrival Home (to Rural Roots Campus or other approved, designated area): _____

Method of Transportation: _____

Description of Field Trip/Activity:

Students Health Care Number: _____

Emergency Contact(s): _____

Please initial the following disclosures and sign below.

- *I acknowledge any and all risks associated with an off campus excursion _____*
- *Should it be required, I consent that my child can receive emergency medical care. _____*
- *Should my child's actions or behavior put any student, supervisor, bus driver, host, or facilitator at risk, I understand it is my responsibility to pick them up. _____*

(parent/guardian name - print and sign)

(date)