

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 30, 2020

To: All School Sites

Subject: Virtual Field Trips

Department and/or Persons Concerned: Principals, Counselors, Attendance Clerk and Persons Designated to Sign Field Trip Forms.

Due Date: Ongoing

Reference: Network Acceptable Use Policy, AP 4585 Field Trips

Action Requested: Complete the attached Virtual Field Trip Form for Student Participation.

Attachment: Virtual Field Trip Form

Brief Explanation:

During this time when students and educators are physically distanced, virtual field trips can be a useful educational tool that allows students to visit places that might otherwise not be available. Students travel digitally through multi user sessions, and use technology advancement to stay connected digitally, collaborate remotely across borders and work in a virtual space for education enhancement.

Educational Field trips are authorized in Administrative Procedure 4585, all policies and procedures as they apply to virtual field trips will be enforced. Trips must be approved by school administrators for groups of students to participate in activities for educational purposes.

Teachers will develop lesson plans that determine what the students will learn, provide documents for student completion and make arrangements with any live experts students will interact with. Virtual field trips must be relevant to current learning and involve a meaningful lesson.

Students are expected to follow the districts network acceptable use policy throughout the field trip and will be removed by supervisors if found in violation.

Students are marked absent from any class periods they miss during the virtual trip and the attendance clerk at the school site will clear the trip using the field trip attendance code.

Please review Administrative Procedure 4585 to ensure all district guidelines for field trips are enforced.

APPROVED:

Sofia Freire, Ed.D
Chief, Leadership & Learning