

## FIELD TRIPS

Code **IJOA-R** Issued **9/04**

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The board provides the following guidelines to outline responsibilities and procedures involved in planning and conducting field trips.

### **Basic procedures**

The director must approve all field trips lasting one day or less.

The director and the board must approve all overnight trips. Sponsors must submit a request for such overnight trips far enough in advance to permit enough time for study prior to final action.

Each student who goes on a field trip must have written parental permission on the approval form.

Sponsors may ask students to pay all or part of the expenses of field trips provided arrangements can be made for the payment of trip expenses for those unable to do so.

Students must be in good standing at their respective school (i.e., not be suspended or expelled) in order to participate in the activity.

### **Supervision of field trips**

A field trip will be under the direct supervision of a certificated employee. The employee may ask parents to serve as chaperones. The employee will brief chaperones before each trip as to their responsibilities.

The number of chaperones must be adequate for the type of group and the nature of the activity.

- In addition to the teacher, there will be at least one chaperone for each 10 students.
- For groups of male and female students, the board recommends both male and female chaperones.
- A minimum of one adult will ride in each vehicle.
- Trips that are long, overnight or of an unusual nature may require more than the usual number of chaperones. The director will determine this number.
- The teacher is the only person who may supervise high school classes involved in work experiences.

### **Director's responsibility**

The director will do the following.

- Assume responsibility for a field trip as he/she would for any other aspect of the instructional program.

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- Thoroughly screen each field trip request to determine a direct relationship between the learning objectives of the trip and the concepts and objectives of the subject area.
- Submit to the appropriate center office personnel on the proper form any request for use of activity buses.
- Take care to assure that the number of teachers to be away from the center will not substantially disrupt the instructional programs for those students who remain at the center.

### **Parental consent**

Sponsors of field trips must obtain final approval for a field trip prior to the distribution of parental consent forms for the field trip.

Each student making the field trip will be required to present a parental consent form.

### **Teacher responsibility**

The teacher will do the following.

- Be thoroughly familiar with the policies and administrative rules governing field trips.
- Plan and discuss with the director, well in advance, his/her interest in providing a field trip.
- Submit the formal request for a trip to the director on the proper form and with sufficient time for study and discussion.
- After the director approves the request, make a list of all participants and their parents' telephone numbers.
- Submit completed permission forms and a copy of the list of participants to the director who will file them for a reasonable time.
- Be sure that a student who does not participate (whether by parent or center decision) has appropriate activities and supervision at the center during the absence of the group from the center.
- If a substitute teacher is required, submit a professional leave form.
- Provide supervision to assure proper conduct and safety of the students.
- In the event of any unusual circumstances occurring on the trip, submit to the director a written report stating all pertinent facts as soon as possible.

### **Transportation**

The board encourages groups to use center activity buses or state-owned vehicles when possible. If not possible, groups should use commercial carriers. Groups must not use private vehicles without special permission. Students will not drive private vehicles.

Sponsors must submit requests for center activity buses promptly and on the approved forms.

Sponsors must submit requests for state-owned buses to the center bus supervisor.

Students or adults licensed to drive state-owned buses must drive the activity buses.

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The teacher will assist the bus driver in enforcing all rules and regulations pertaining to safe use of school buses.

### **Cost factors**

Whenever entrance fees, food, lodging or other costs are involved, the student will pay unless otherwise stipulated by the board. Exceptions to this rule may be approved by the director, with final approval by the board or its designee (i.e. out of state, foreign travel).

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