

## FIELD TRIPS

Code **IJOA** Issued **12/03**

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Purpose: To establish the board's vision and the basic structure for conducting student field trips.

The board defines a field trip as any learning activity which the center sponsors, approves and supervises and which requires the student(s) to leave the center grounds. Regularly scheduled academic events do not follow the procedures outlined in this policy.

Instructional staff may request that field trips which directly relate to concepts and objectives of the approved curriculum for the particular subject area, club or grade level be scheduled as part of the instructional day. Field trips, like any other instructional activity, must be wisely chosen, thoroughly planned and carefully conducted. Sponsors of field trips must give special attention to clarifying the purposes and objectives of a field trip and to providing meaningful follow-up discussion and activities after the trip.

Students taken on educational work experience trips within the vicinity of the career center must have the approval of the director in advance. On educational work experience trips extending beyond the normal class period, such as an all day trip away from the vicinity of the career center, the written consent of the parent/legal guardian is necessary prior to the trip.

The director will satisfy him/herself as to liability for insurance in the event any other carrier except school buses is used.

No field trip will be taken unless all students have the opportunity to participate.

Field trip participants will follow applicable administrative rules (see IJOA-R).

Adopted 3/8/85; Revised 12/9/03

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Legal references:

- A. S. C. Code, 1976, as amended:
  - 1. Section 59-67-510 - Board may permit use of school bus equipment for special events.
- B. State Board of Education Regulations:
  - 1. R-43-81 - Extracurricular use of school buses.