

Field Trips

The following guidelines shall be followed for all field trips:

Principals

1. All field trips, regardless of distance, shall be approved by the building principal.
2. All trip requests requiring district transportation shall be forwarded to the supervisor of transportation by the building principal at least five days prior to the beginning date of the trip.
3. The building food service manager shall be notified as soon as possible of the number students on the field trip who will not be in school for the regular lunch period.

Parent/guardian permission

A student permission form for a field trip shall be properly filled out and signed by the parent or guardian and returned to the teacher in charge prior to the trip. In the event the regular permission form is not signed, a note from the parent or guardian approving the trip shall be acceptable. Under no circumstances shall a student be allowed to participate in a field trip unless a signed permission form or note of approval from the parent or guardian is on file.

Teachers

1. Appropriate instruction shall precede and follow each field trip.
2. When a field trip is made to a place of business or industry, the teacher shall make arrangements with the host company for such visitation.
3. At the secondary level, a list of the students who are going on the field trip shall be submitted to the principal's office at least two days prior to the beginning day of the field trip so that all other teachers may know the names of the students who will not be attending their respective classes during the time of the trip.

Trip supervision

1. Licensed personnel shall accompany students on all field trips and shall assume responsibility for student conduct. Parents or guardians may be permitted to accompany licensed personnel to assist in student supervision; however licensed personnel shall be responsible for student supervision.
2. There shall be at least one supervising adult for every eight to 12 students on an overnight trip. The number of students in one group, their ages and the nature of the surroundings in the area to be visited shall be considered, however.

3. At least one male and one female teacher shall supervise overnight trips of middle school and high school students that involve both boys and girls.

Transportation

1. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school and shall be within the mileage allocation for the school.
2. The bus driver shall enforce all rules and regulations in the use of the school bus for field trips. Licensed personnel shall assist the bus driver in this supervision.
3. In the event that a field trip has been scheduled with school bus transportation and weather conditions are such that the trip may be dangerous, the transportation supervisor shall have the authority to cancel the trip. The school bus driver shall have the right to alter the route and/or return prior to or later than the scheduled times due to inclement weather, equipment failure or for emergency reasons relating to transportation.
4. The use of privately-owned vehicles for field trips shall be prohibited.
5. Arrangements for all school bus transportation or for contracted transportation shall be made through the supervisor of transportation's office.

Overnight trips

1. All overnight trips must be approved by the superintendent.
2. The teacher(s) in charge shall provide the name, address, home and work telephone numbers of the parents or guardians of each student participating in all overnight field trips.
3. A complete itinerary, including places of lodging, shall be given to the parents or guardians on all overnight trips.
4. All out-of-state field trips shall have the prior approval of the Board of Education. Elementary students shall not be allowed to travel out-of-state.

General

1. Parents and/or guardians shall be notified of all field trips along with a description of the trip.
2. The health, safety and welfare of students shall be the first concern of teachers and administrators. Individual health conditions such as seizures, diabetes and asthma shall be carefully considered.
3. All students in a class shall be expected to participate in scheduled and approved field trips unless a written exemption from a parent or guardian is on file in the principal's office.

Student conduct

1. Students shall be expected to conduct themselves properly and to follow the instructions and directions of the group leader. Students shall adhere to the Student Code of Conduct on all field trips.
2. Any student whose conduct is deemed improper by the group leader shall be disciplined by the leader as necessary. Following a report to the building principal, such students may be subject to further discipline as the principal deems appropriate.
3. On overnight trips, provisions shall be made between the school and the parents for the early return of a student whose conduct is such that it would be inappropriate for the student to continue as a member of the group or class.

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CROSS REF.: JICDA, Code of Conduct