

## FIELD TRIPS

Code **IJOA-R** Issued **3/13**

---

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

### **Basic procedures**

The school principal and superintendent or his/her designee must approve all field trips.

### **Supervision of field trips**

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

### **Principal's responsibility**

The principal will do the following:

- Assume responsibility for a field trip as he/she would for any other aspect of the instructional program.
- 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.
- Along with the superintendent or his/her designee, approve field trips.
- Submit to the superintendent or his/her designee on the proper form any request for field trips.
- Submit to the appropriate district office personnel on the proper form any request for use of the district activity buses or state owned buses.
- Take care to assure that the number of teachers to be away from school will not substantially disrupt the instructional programs for those students who remain at school.

### **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**

- Be thoroughly familiar with the policies and administrative rules governing field trips.
- Plan and discuss with the principal, well in advance, his/her interest in providing a field trip.
- Submit the formal request for a trip to the principal on the proper form and with sufficient time for study and discussion.

## **PAGE 2 – IJOA-R – FIELD TRIPS**

- After the principal 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 principal who will file them for a reasonable time.
- Be sure that a student who does not participate (whether by parent or school decision) has appropriate activities and supervision at school during the absence of the group from school.
- 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 principal a written report stating all pertinent facts as soon as possible.

### **Transportation**

The board encourages groups to use district 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.

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

Adopted 6/1/98; Issued 3/4/13