

Policy: IJOA

FIELD TRIPS

The Board regards field trips as an extension of the curriculum. Field trips are intended to stimulate student interest and inquiry and provide opportunities for social growth and development. To the extent that they provide the most effective means of accomplishing curriculum objectives, the Building Principal, subject to requirements established by the Board and/or Superintendent, may authorize field trips.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance planning, and opportunities for students to assimilate the experience during and at the conclusion of the trip. Teachers and Building Principals will be expected to consider the following factors in planning and approval of field trips:

- A. Objectives of the proposed trip and the anticipated learning outcomes,
- B. Specific learning activities to be experienced during the trip,
- C. Suitability of the activity and distance traveled to the age of students,
- D. Mode and availability of transportation,
- E. Arrangements for meals and lodging (if applicable),
- F. Cost.

In addition the Board requires that:

- A. Parents or legal guardians give written permission for field trip participation,
- B. Cost of trips be within budgetary limitations, including all necessary student expenses,
- C. District transportation is used when arrangements can be made to do so without disrupting regular transportation schedules,
- D. Adequate supervision is provided to maintain discipline and respond to emergencies.

Students participating in field trips and school-sponsored excursions must conduct themselves in a manner consistent with Board policies, administrative rules, and the Student Code of Conduct.

Extracurricular Travel

Trips to athletic events and other competitions or performances which involve individual students or teams and which are beyond those scheduled for the year must be approved in advance by the Superintendent.

Overnight, Out-of-state and Out-of-country Field Trips and Excursions

All overnight and out-of-state trips to be sponsored by the District as an extension of the curriculum must be approved in advance by the Superintendent. All out-of-country trips must be approved in advance, by the Superintendent and the Board. Staff or administrators seeking approval for such trips must furnish the following information:

- A. Objectives of the trip and anticipated outcomes,
- B. Specific learning activities to be experienced,
- C. Number and grade(s) of students,
- D. Criteria for selecting students,
- E. Maximum number of students who may participate,
- F. Cost per student, including funds requested from District and from individual students,
- G. Fundraising plans (if applicable),
- H. Transportation arrangements,
- I. Itinerary,
- J. Arrangements for meals and lodging,
- K. Names of proposed adult chaperones (minimum of one adult to every ten students),
- L. Plans for emergencies,
- M. Plans for communicating information to parents and obtaining parental permission,
- N. Accountability for student conduct.

Non-sanctioned Trips and Excursions

Travel that is not an integral part of the instructional program and has not been approved by the Superintendent in compliance with this policy will be considered a non-sanctioned trip or excursion.

Non-sanctioned trips are any trips or excursions organized by District employees, parents, non-school groups, community members or others, acting independently of the schools. These trips involve students on a voluntary and self-supporting basis, are not approved by the Board, and are not part of or associated with the curriculum, co-curricular, or extracurricular activities. All responsibility for non-sanctioned trips and excursions lies with the individual(s) or groups(s) sponsoring them.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers or sponsors to schedule non-sanctioned trips during weekends or vacation periods. If travel arrangements result in missed school days, normal procedures for staff and student absences will be followed.

Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants must submit a request following the same procedures required of other individuals or non-school groups requesting use of school facilities or wishing to distribute literature. Recruitment is prohibited during instructional time and during the employee's workday.

Non-sanctioned trips must not be represented as school functions or as related to, or an extension of, instructional, co-curricular or extracurricular programs.

While private activities of staff cannot be regulated by the school, it is the responsibility of any staff engaging in such trips or activities to notify the parents of the participating students that this is not a school activity, but a private volunteer excursion undertaken by that teacher or staff member.

Adopted: August 23, 2004

Revised: February 22, 2016