

FIELD TRIPS AND EXCURSIONS**FILE: IICA-R**

Field trips are approved off-campus activities excluding sports and student emergencies. Field trips shall be planned and conducted according to the following guidelines:

1. The following precautions for the safety of pupils are necessary:
 - Trips requiring bus transportation are to be scheduled through the principal and approved by the Director of Transportation. The Director of Transportation shall receive requests for bus transportation at least two weeks in advance of the date of the proposed trip.
 - All overnight and out-of-state field trips are to be approved by the Superintendent.
 - **NO FIELD TRIPS ARE TO BE TAKEN AFTER MAY 15.**
 - An elementary school principal or middle school principal may approve a walking field trip after May 15. This field trip may be for the school as a whole or for individual grade levels.
 - Principals shall approve curriculum-related walking field trips for their schools. All information related to walking field trips shall be filed in the principal's office.
 - Ongoing off-campus instructional class activities may be approved by the principal after May 15 if no satisfactory instructional activity on campus is available. All field trips including those after May 15 shall follow the procedures outlined in this policy.
2. Trips that involve the use of school time must be made available to all students in the specific group without regard to their ability to pay.
3. All students must have written parental permission to make the field trip. Permission for a student to go on a field trip cannot be granted over the phone by the parent/guardian. The permission statement will contain a hold harmless clause relative to the Board of Education and school employees.
4. Classes requiring numerous off-campus instructional activities during the semester may use one field trip request form and one parent permission form per student submitted at the beginning of each semester.
5. A member of the instructional or administrative staff must accompany all groups on school-sponsored trips. The ratio of teachers and chaperones to students shall be 1:12 for grades K-2. Class field trips during the school day for grades 3 and higher may only require the teacher assigned to the activity, with the provision that at least one teacher in addition to the driver will accompany more than 14 student passengers on school-owned or chartered vehicles (This provision does not apply to physical education, career/technical, and fine arts classes). The ratio may vary up to 1:20 for overnight trips

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involving high school students. **The principal is to make certain that adequate supervision is provided.**

6. Personal cars may be used to transport students only in emergencies.
7. Only school employees may transport students in school-owned cars. Regular Class A, B, or C licenses are sufficient.
8. Drivers of any vehicle that has a rated capacity of sixteen or more must have a CDL Class A or B. School bus drivers must also have proper CDL. All bus drivers, regardless of status as a yellow bus driver, activity bus driver, or both must have both the "S" Restriction and the "P" endorsement by October 1, 2005.
9. Students may not drive student groups on field trips unless a student has been certified as a school bus driver by the Division of School Bus Transportation, Division of Motor Vehicles, and is at least 18 years old and has been driving for at least two years.
10. School system transportation rather than private vehicles should be used for transporting students to and from local school-sponsored events.
11. Commercial transportation should be used when school transportation is not practical for out-of-town trips. Principals shall check with the Director of Transportation for approved private commercial transportation contractors.
12. School-sponsored overnight trips may be approved provided at least one of the following conditions is met:
 - Planned activities represent a direct extension of the instructional program for a class.
 - Students are directly representing their school or attending meetings of educational groups with which the school is affiliated.
 - Students are participating in competitions or contests sponsored by state or national organizations.
13. Chaperones going on any field trip must be approved by the principal and be on the approved volunteer list for the school system (effective with the 2004-2005 school year).

(Definition of Overnight Trip - A trip is considered to be overnight when the students return to the school community later than 2:00 a.m. Earlier return hours are to be scheduled as appropriate to the age level of students.)

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APPROVED BY BOARD
AND EFFECTIVE 12/4/79
REVISED 11/18/83
REVISED 7/19/93
REVISED 9/20/93
REVISED 11/7/94
REVISED 1/9/95
REVISED 7/22/96
REVISED 10/6/03
REVISED 4/5/04
REVISED 9/20/04
REVISED 9/18/06