

# FIELD TRIPS AND EXCURSIONS

*Policy Number: Superintendent File: IJOA*

The District recognizes the great potential for learning outside the school premises. Field trips should be planned to supplement the regular educational program and shall have definite learning objectives supporting District checkpoints and standards.

Field trips represent an extension of in-school responsibility, and they must be fully supervised by an appropriate number of teachers. Parents and/or staff may be enlisted to assist.

School buses will be the usual mode of transportation on field trips. Availability of bus transportation will be one criterion in approval or disapproval of field trip requests. When private transportation is used, arrangements must be made for responsible drivers, with a teacher, parent, or other approved adult in each vehicle.

Requests for field trips shall be submitted in duplicate to the principal at least two weeks in advance of the proposed activity.

## Overnight Field Trips for Students

For overnight travel that is outside of Colorado, a "Preliminary Application for Student Travel" must be completed at least 60 days prior to proposed travel and submitted to the Assistant Superintendent of Learning Services or designee. Upon approval, the application will be returned to the school for completion of the process.

For overnight field trips a completed "Proposal for Overnight Activity Trip" shall be submitted in writing to the principal. After approval, the principal will forward the request to the Assistant Superintendent of Learning Services or designee 30 days prior to the departure date. Upon approval, Learning Services shall submit the request to Risk Management for final approval.

The following guidelines will apply:

1. Requests for permission must include:
  - a. The reasons for the trip, including the necessity of an overnight stay;
  - b. A complete itinerary, and a list of significant events that will occur during the trip;
  - c. Complete information concerning overnight housing, health, communication and transportation arrangements;
  - d. A list of chaperones (school staff and parents who are at least 21 years old) at a ratio of one school staff member for every ten students or one parent for every five students, in proportionate ratio of males and females;
  - e. Plans for financing the trip;
  - f. Certificates of insurance from any service providers;

g. District checkpoints and standards addressed.

2. Variations in the above procedures may be approved by the Superintendent or designee from time to time to meet specific trip requirements.

Current practice codified 1978

Adopted: February 6, 1979

Revised: April 7, 1998, to conform with current law

Repealed by the Board and re-enacted and revised by the Superintendent: April 20, 2004

Revised: October 18, 2004

Revised: November 28, 2005

**CROSS REFS.:**

EEAF, Special Use of School Buses

EEAG, Student Transportation in Private Vehicles