

EDUCATION PROGRAM

Series 600

Policy Title Student Field Trips and Excursions

Code No. 606.05

This information is the same as what is contained in the Teacher Handbook

School Trips Transportation: Certain school buses will be available for trips which can be taken between the hours of 8:30 a.m. and 3:00 p.m. Requests for transportation for field trips should be made at least ten (10) days in advance. All activities and field trips should be made in the following conveyances only:

1. School bus or school-owned vehicles
2. Commercial carrier
3. Passenger cars carrying one adult designated as the sponsor or chaperone

TEACHERS ARE NOT TO USE THEIR PERSONAL VEHICLE TO TRANSPORT STUDENTS TO AND FROM SCHOOL SPONSORED ACTIVITIES.

Activity Trips Students arriving at any activity by means other than authorized by the school are ineligible for that activity and will not be allowed to participate. Students who return from an activity by means other than those authorized by the school are ineligible for that activity and will not be allowed to participate.

Out-of-Town Events Each student is required to return from an activity trip by the same conveyance he/she used to arrive. **Exception:** A parent may, upon **written request** to the activity director or sponsor, secure permission for the student to return home with the parent. The sponsor may ask a parent to sign off on their child's name which is listed on a roster. The activity sponsor is responsible for the conduct of students to, from, and at the scheduled activity.

Request for Field Trips Requests for field trips should include specific information and should be approved by the principal. These requests should identify the grade and class and tell why the trip is being taken. The number of students should be specified and the time for the bus to be at the building and the length of the trip and the return time should also be listed. **Elementary teachers should arrange with grade-a-likes whenever possible. A written request for field trips should be made at least two weeks in advance to the principal and one week in advance to the Food Service Director and teachers. A list of the students who are involved with the field trip should be given to the principal and Food Service Director two weeks in advance.**

Parents may be invited to accompany the class on a field trip and to help in caring for the children. This practice helps to interpret the school program to parents.

Requests for field trips should be directed to the building principal and then to the Superintendent so bus travel may be arranged. A transportation request must also be completed.

Field trips are limited and must be in conjunction with a classroom activity and must be educational in nature.

Field Trip Supervision Supervision should insure maximum student safety and welfare. It is recommended that there is one (1) adult for every ten (10) students.

Field Trip Permission Field trip permission slips are signed at registration. Notifications of the trip are sent home during the year.

Teachers are not to use their personal vehicle to transport students at any time unless an emergency arises. Superintendent approval must be granted.

Distance School trips that are requested for a distance greater than 200 miles round trip must be approved by the Board of Directors. Approval will be requested by the sponsor prior to making any arrangements for the trip. When board approval is secured, arrangements are to be made by the sponsor.

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Excursion Trips - Educational Excursion trips should be defined as a trip by a school club, class or organization that is educationally justified. Excursion trips are of three types:

1. Trips that encompass long distances or extended stay of three days or more must have prior approval of the Board of Directors. Such trips will be at no expense to the school district except to provide adequate insurance for all members of the trip.
2. Excursion trips that require overnight lodging shall be authorized at the discretion of the Board of Directors to insure adequate planning.
3. Excursion trips that extend beyond the normal school day, but would not involve overnight lodging, should be authorized at the discretion of the principal and superintendent.

Arrangements for transportation, meals, and lodging should be made at least four (4) weeks in advance. Such preliminary arrangements must be confirmed in writing and signed by the principal.

Requests for excursion trips should include specific information and be approved by the Board of Education. These requests should identify the grade, class, or club organization which must appropriately identify the group. The number of students should be specified and the trip itinerary should be completed.

Parents may be invited to accompany the class on the excursion. They may be of some help in chaperoning and this practice helps to interpret the school program to parents.

Requests for excursion trips should be cleared with the principal and superintendent before requesting tentative Board approval.

All trips of any kind are to be approved by the administration and/or board prior to making arrangements with the students.

Requests will receive tentative approval of the Board of Education before the sponsor proceeds with plans for the trip.

Excursion Trips - Non-Educational Non-educational trips can be defined as excursions that are primarily social in nature -- trips to reward students for a job well done, pizza parties, picnics, etc. These trips should not interfere with the students' school days. Clubs and organizations requesting school transportation under this provision will be charged a per mile rate, but will be able to use school transportation, if available. Trips of this nature across the state line are prohibited.

Legal Reference:

390 C.F.R. P. 390.3(f) (2010).
Iowa Code § 279.8 (2011).
281 I.A.C. 43.9

Cross Reference:

503.01 Student Conduct
503.04 Good Conduct Rule
603.00 Instructional Curriculum
711.00 Transportation

Date of Adoption: June 10, 2013 (Revised)

Related Administrative Rules and Regulations: _____