

I-33 (IJOA) Field Trips

The Board recognizes that the first-hand learning experiences provided by field trips can serve as an effective and worthwhile means of learning. The Board encourages field trips that are part of and directly related to the school's educational program and will yield greater learning opportunities than other educational experiences.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that reasonable steps are taken for the safety of the participants.

Field trips and extended activity trips must be approved by the building Principal.

Determinations regarding the appropriateness of a field trip, necessary modifications and/or accommodations, and other matters concerning students with disabilities shall be made by the students' IEP or Section 504 team.

LEGAL REF.: C.R.S. [13-22-107](#) (parental liability waivers)

CROSS REFS.: [EEAG](#), Student Transportation in Private Vehicles

[JJH](#), Student Travel

Revised: December 10, 2014

I-33 (IJOA) Field Trips Guidelines

Field trips and extended activity trips shall be planned and conducted in accordance with the following guidelines.

The teacher shall submit the Request for Transportation Form through the districts online request system (SchoolDude, TripDirect as of this revision).

A parental permission slip, filled out annually at registration, is required for each student participating in the trip, including walking or bicycling excursions.

The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return and detailed itinerary when a field trip will extend beyond a school day.

Participating students will pay a pro rata share of costs for admission fees, etc. However, District funds may be available through the building Principal for students needing assistance with such expenses.

One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the building Principal. Teachers are responsible for informing accompanying adults of their duties and responsibilities.

The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the students. Students who cannot be self-controlled or teacher-controlled may be excluded from field trips.

The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.

Students' safety will be a primary consideration, with first aid kits required on all field trips.

The buddy system, or partners, is recommended to ensure constant awareness of each student's whereabouts, needs and participation.

Should an emergency occur, the teacher is responsible for notifying the Principal by telephone as soon as possible.

School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips.

Requests for school bus transportation will be channeled through the building Principal to the Transportation Coordinator.

Any requests for special commercial transportation will be submitted to the building Principal.

The use of private vehicles by staff members for transporting will not be permitted. Transportation by students and parents will not be permitted to field trips.

Students will not be permitted to leave the field trip group during the trip unless they are released to parents who have signed them out or provided written permission.

If students return to the school from a trip after school hours, the teachers and the building Principal will make provisions for their safe departure home, taking into account the age of the students and the hour. Drop off locations on return trips will be on school premises only.

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