

## FIELD TRIPS

Code **IJOA-R** Issued **4/10**

---

The board provides the following guidelines to outline responsibilities and procedures involved in planning and conducting field trips.

### **Basic procedures**

The school principal must approve all field trips lasting one day or less.

The superintendent must approve all overnight trips lasting between one to five overnight stays. The superintendent and the board must approve all overnight trips lasting more than five consecutive overnight stays. The superintendent will seek the recommendation of the principal of the school involved. Sponsors must submit a request for such overnight trips far enough in advance to permit enough time for study prior to final action.

Each student who goes on a field trip must have written parental permission on the district approval form.

Sponsors may ask students to pay all or part of the expenses of field trips provided arrangements can be made for the payment of trip expenses for those unable to do so.

Students must be in good standing at their respective school (i.e., not be suspended or expelled) in order to participate in the activity.

### **Supervision of field trips**

A field trip will be under the direct supervision of a school certificated employee. The employee may ask parents/legal guardians to serve as chaperones. The employee will brief chaperones before each trip as to their responsibilities.

The number of chaperones must be adequate for the type of group and the nature of the activity.

- In addition to the teacher, there will be at least one chaperone for each 10 students.
- For groups of male and female students, the board recommends both male and female chaperones.
- A minimum of one adult will ride in each vehicle.
- Trips that are long, overnight or of an unusual nature may require more than the usual number of chaperones. The principal will determine this number.
- The teacher is the only person who may supervise high school classes involved in work experiences.

### **Principal's responsibility**

The principal will do the following.

- Assume responsibility for a field trip as he/she would for any other aspect of the instructional program.

## **PAGE 2 - IJOA-R - FIELD TRIPS**

- Thoroughly screen each field trip request to determine a direct relationship between the learning objectives of the trip and the concepts and objectives of the subject area.
- Approve field trips lasting one day or less.
- Submit to the superintendent on the proper form any request for trips that require superintendent and/or board approval.
- Submit to the appropriate district office personnel on the proper form any request for use of the district activity buses.
- Take care to assure that the number of teachers to be away from school will not substantially disrupt the instructional programs for those students who remain at school.

### **Parental consent**

Sponsors of field trips must obtain final approval for a field trip prior to the distribution of parental consent forms for the field trip.

Each student making the field trip will be required to present a parental consent form.

For seasonal activities with regular schedules, athletes, cheerleaders and band members may obtain one standard seasonal permission covering these events. (The form required by the South Carolina High School League will meet the requirements of this provision.)

All students and district employees need accident and health insurance coverage.

### **Teacher responsibility**

The teacher will do the following.

- Be thoroughly familiar with the policies and administrative rules governing field trips.
- Plan and discuss with the principal, well in advance, his/her interest in providing a field trip.
- Submit the formal request for a trip to the principal on the proper form and with sufficient time for study and discussion.
- After the principal approves the request, make a list of all participants and their parents/legal guardians' telephone numbers.
- Submit completed permission forms and a copy of the list of participants to the principal who will file them for a reasonable time.
- Be sure that a student who does not participate (whether by parent/legal guardian or school decision) has appropriate activities and supervision at school during the absence of the group from school.
- If a substitute teacher is required, submit a professional leave form.
- Provide supervision to assure proper conduct and safety of the students.
- In the event of any unusual circumstances occurring on the trip, submit to the principal a written report stating all pertinent facts as soon as possible.

## **PAGE 3 - IJOA-R - FIELD TRIPS**

### **Student standing**

A student is considered in good standing if he/she meets these criteria.

- no major discipline issue or habitual minor infractions
- no suspensions during the year
- no excessive absences
- meets the same academic requirements as for competitive events under the EIA

The principal may approve exceptions for subject related trips when the principal feels the trip is in the best interest of the child academically.

### **Transportation**

The board encourages groups to use district activity buses or state-owned vehicles when possible. If not possible, groups should use commercial carriers. Groups must not use private vehicles without special permission. Students will not drive private vehicles.

Sponsors must submit requests for district activity buses promptly and on the approved forms.

Sponsors must submit requests for state-owned buses to the district bus supervisor.

Adults licensed to drive state-owned buses must drive the activity buses.

The teacher will assist the bus driver in enforcing all rules and regulations pertaining to safe use of school buses.

Bus drivers will be compensated through a fee schedule for scheduled field trip activity.

Issued 8/13/91; Revised 11/13/01, 4/12/05, 4/13/10