

## FIELD TRIPS

Code **IJOA** Issued **9/10**

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Purpose: To establish the board's vision and the basic structure for conducting student field trips.

The board defines a field trip as any learning activity which a school sponsors, approves and supervises and which requires the student(s) to leave the school grounds. Regularly scheduled academic, athletic and band events do not follow the procedures outlined in this policy (see IJOA-R). The principal will approve schedules for all athletic and band events.

Instructional staff may request that field trips which directly relate to concepts and objectives of the approved curriculum for the particular subject area, club or grade level be scheduled as part of the instructional day. Field trips, like any other instructional activity, must be wisely chosen, thoroughly planned and carefully conducted. Sponsors of field trips must give special attention to clarifying the purposes and objectives of a field trip and to providing meaningful follow-up discussion and activities after the trip.

### Regulations

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

The superintendent must approve all overnight trips and has final authority for trips lasting one to five overnight stays. He/She 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. The board must approve overnight group trips, in-state or out-of state, for more than five consecutive overnight stays.

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 non-instructional field trips provided the principal approves the expenses, fund raising opportunities to minimize student expenses have been considered and arrangements can be made for the payment of trip expenses for students unable to pay.

Sponsors may not ask students to pay for all or part of the expenses of instructional related field trips. Such costs should be budgeted properly and/or funded with fundraising events and/or supported by PTO.

Students must be in good standing at their respective school in order to participate in the activity.

Field trips participants will follow the board approved administrative rule IJOA-R in all cases.

For required criminal record checks on individuals serving as chaperones, see policy GBEBDA, Criminal Record Checks

Adopted 8/13/91; Revised 11/13/01, 4/12/05, 4/13/10, 9/14/10

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Legal references:

- A. S. C. Code, 1976, as amended:
  - 1. Section 59-67-510 - Use of transportation equipment for special events, office of Adjutant General and armed services reserve component functions and other educational purposes.
  - 2. Section 16-1-60 - Violent crimes defined.
  - 3. Section 23-3-115 - Fees for criminal record searches conducted for charitable organizations.
  - 4. Section 23-3-130 - Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations.
  - 5. Section 23-3-430 - Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration.
  - 6. Section 59-19-117 - Background checks.
- B. State Board of Education Regulations:
  - 1. R-43-80 - Operation of public pupil transportation services.