

Section I: Instruction

IJOA Field Trips

The Board recognizes the importance of school-sponsored trips as a means of reinforcing and supplementing the basic curriculum and stimulating student interest and inquiry.

It is the intent of the Board that all trips be well planned and organized in order to ensure that:

1. The trip has educational value
2. Necessary administrative permission is granted
3. Written parental/guardian permission is obtained
4. Appropriate funding is available
5. Adequate supervision is provided
6. Appropriate safety measures and precautions are taken
7. All behavioral policies are followed

A field trip form shall be completed by the teacher and given to the Director two weeks before departure if possible.

Field trips require signed parent/guardian permission forms no later than two days prior to the trip if the trip is out of the MCST region. Verbal permission from parents/guardians over the telephone may be accepted when students forget permission forms for in-state day trips.

If field trips are planned for out-of-state, Board approval must be sought at least fourteen days in advance. The Director will approve all in-state overnight trip requests and inform the Board about approved trips.

Field trips should include at least one teacher/chaperone for every 12-14 students. Overnight trips should include one teacher or staff member for every 10 students.

Private cars shall not be used to transport students unless approved in advance by the Director.

It is the responsibility of the parent to make the teacher/chaperone aware of on-going medical problems a student might have and to supply emergency telephone numbers in the event of an emergency or illness.

Field trips are considered an important part of the curriculum. Students who do not attend shall be given an alternative educational plan for that day.

The Board does not endorse any trip not specifically sponsored by Region 8. Staff, students, and parents may plan and engage in such activities on their own, but school

resources may not be used to plan and promote these trips. Region 8 is not represented by these outside groups, and the Board and school accept no responsibility for such trips.

Cross-Reference: EEBB – Use of Private Vehicles
Volunteer Driving Agreement Form

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