

# JEFFERSON-MORGAN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: October 21, 2002

REVISED:

121. FIELD TRIPS	
<p>1. Purpose SC 1361</p>	<p>Appropriate, well planned field trips can be a valuable, worthwhile educational experience for students. Properly planned and executed field trips can:</p> <p>It is the purpose of this policy to ensure that such trips are meaningful, equitable and include reasonable safety precautions for the participants.</p> <ol style="list-style-type: none"> <li>1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.</li> <li>2. Arouse new interests among students.</li> <li>3. Help students relate academic learning to the reality of the world outside of school.</li> <li>4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.</li> <li>5. Afford students the opportunity to study real things and real processes in their actual environment.</li> </ol>
<p>2. Definition</p>	<p>For purposes of this policy, a <b>field trip</b> shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.</p>
<p>3. Authority SC 517, 1361</p>	<p>The Board shall be informed of all field trips approved by the Superintendent.</p> <p>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.</p>

<p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p>The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.</p> <p>The Superintendent or designee shall prepare and implement procedures for operation of field trips.</p> <p>In order to provide the administration with a sound rationale for making a decision regarding any such trips, the following guidelines will be in effect:</p> <ol style="list-style-type: none"><li>1. Each request must be initiated by a staff member, in writing, and presented to the building principal at least one (1) month in advance.</li><li>2. The request must be on behalf of a particular class, grade or officially recognized school organization.</li><li>3. Each request shall include essential information such as:<ol style="list-style-type: none"><li>a. Person initiating the request.</li><li>b. The class, grade or organization.</li><li>c. Destination.</li><li>d. Educational values associated with classwork or other worthwhile purposes of the trip such as representing the district, etc.</li><li>e. Date or dates of trip.</li><li>f. Number of students.</li><li>g. Transportation needed.</li><li>h. Identification of chaperones.</li></ol></li><li>4. The principal will comment on the merits of the trip and forward the request, along with his/her recommendation, to the Superintendent's office for a decision.</li><li>5. The decision, in writing, shall be returned to the principal and then to the teacher who originated the request.</li></ol>
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<p>School Code 517, 1361</p>	<p>6. No student shall be deprived of the opportunity to participate in the trip because of financial considerations, or other limitations which are discriminatory in nature.</p> <p>The teacher sponsoring the trip must have in his/her possession the parent's written approval for each student before beginning the trip.</p> <p>The sponsor of the trip shall arrange for adequate insurance protection for the participants.</p> <p>Staff members are reminded that some kinds of trips (overnight, lengthy, possibly hazardous, etc.) require special evaluation. Any such proposed trips must be discussed with a district administrator and be approved before any commitments are made. Any request for an overnight trip must be submitted for Board approval at least ninety (90) days prior to the date of such trip.</p> <p>All trips must be within 500 miles of the Jefferson-Morgan School District.</p>
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