

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 352
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Field Trips

The board encourages school-sponsored trips to parks, museums, institutions, and other points of interest within the district. It also believes that field trips to more distant locations can be an important part of a student's educational experiences.

Therefore, school-sponsored field trips must be approved by the administration.

The following guidelines are set to implement the planning of field trips:

1. All out-of-state trips, and the arrangements for trips, must be first approved by the school principal, district administrator and school board. Any unchaperoned or overnight trip must also have school board approval.
2. Written parental permission is required for each student on any trip.
3. Trips must be taken in conveyances properly covered by a comprehensive liability policy.
4. Adequate supervision must be provided at all times.
5. All local or co-curricular trips taken during normal school hours must be within budgetary allotments for such purpose and approved by the district administrator.
6. For extracurricular trips, a fee covering the actual cost of the trip may be charged.
7. School buses, or commercial buses will be used. Students will not be permitted to use their own cars or to provide transportation for other students for a field trip.

Procedure for Planning and Submission of Field Trip Proposals to the Building Principal

The following must be stated in written form:

1. The initial field trip proposal must be identified and stated, including the educational objectives and the follow up evaluation and activities.
2. The location or destination.
3. Requested date.

4. Time departing and returning.
5. The student group to participate.
6. Transportation arrangements.
7. Additional student expenses.
8. Necessary substitutes.
9. In case of serious misconduct, the teacher/advisor can immediately terminate the entire field trip. A full report must then be made to the principal immediately upon return.
10. If students will miss class time for a field trip, make-up slips are required. In the case of missed class time, the advisor/teacher is expected to distribute a complete list of the student participants at least one week prior to the trip.

This written proposal must be submitted at least two weeks prior to the field trip, except in special principal-approved situations. A requisition to cover costs for transportation, meals, admission fees, etc. must accompany the written proposal.

Specific Regulations

1. Parents must be sent written notification of the details of the field trip.
2. Students not utilizing bus transportation on a field trip must have parent and principal approval. Students riding a bus to an activity must also return on that bus. Any exceptions must be handled personally by the parents.
3. The principal and teacher/advisor will determine the number of necessary chaperons.
4. Students must be informed of departure and return times. The bus will not be expected to wait longer than fifteen minutes beyond the designated times for tardy students.

Regulations Concerning Other School Trips

Spectator Buses

1. Students using spectator buses to attend inter-school activities must have signed up by noon of the day of the activity.

2. Faculty chaperones will be provided by the school.
3. Students must conduct themselves in a manner which reflects favorably on the Johnson Creek School image. Any students causing discipline problems while under the supervision of the above chaperones can be denied the privilege of using spectator buses.
4. Students are advised to have transportation arrangements available immediately upon return to Johnson Creek.

Inter-School Events Trips (sports, music, etc.)

1. Students must attend inter-school events on the provided transportation. Any exceptions must be handled by the parents through the principal.
2. Signed parental permission slips are needed for school-provided transportation.
3. If students will miss class time for such events, make-up slips are required. In the case of missed class time, the advisors are expected to distribute a complete list of the student participants at least one week prior to the scheduled event.

Unchaperoned Field Trips

1. Unchaperoned field trips must be submitted to the school board for review. Final approval must also come from the School Board.
2. Requests for unchaperoned field trips must be submitted to the building principal no later than the first Tuesday of the month so that it can be placed on the Board's agenda for action.

Overnight Field Trips

1. Overnight field trips must be submitted to the School Board for review. Final approval must also come from the School Board.
2. Requests for overnight field trips must be submitted to the building principal no later than the first Tuesday of the month so that it can be placed on the Board's agenda for action.
3. Overnight field trips must have appropriate chaperones for each gender.

Overnight and Out of State

For trips that are out of state and overnight, the following will apply in addition to the

requirements of out of state and overnight trips:

1. By April 15th during the prior year, staff will create a calendar of trips for the following school year. The purpose for this calendar will be to ensure time for planning and fundraising as well as to avoid trip overlap.
2. Extensive travel will be considered on an every other year basis.

International Travel

1. An International trip will be considered for summer travel during odd numbered years (i.e. summer following 2015-16 school year).
2. 18 months prior to the summer trip, staff will have the opportunity to propose and submit a field trip request. It is encouraged that the trip be cross curricular and tied to common core standards.
3. The trip will be open to all eligible high school students.
4. All international field trips will include in the fee, trip cancellation insurance.
5. An International trip will have a minimum of 5 District students at the time of the trip.

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