

FIELD TRIPS AND EXCURSIONSISSUE DATE: **1-28-08**

The Jackson County Board of Education recognizes the need and desirability of field trips to enrich the experiences of students. A well-planned field trip is considered a worthwhile educational experience. Therefore, educational field trips related to class subjects may be authorized provided the following conditions are met:

1. The principal shall be notified in advance of the trip. Field trips must have the endorsement of the principal and must be designed to augment the lesson plans of the teacher.
2. A trip permit form must be endorsed by the Assistant Superintendent at the Attendance Center in advance of the trip.
3. All field trip arrangements are the teacher's responsibility, including transportation, waivers, chaperones, etc. Students shall be under the direct supervision of a teacher or other certified personnel. Students will not be excluded because additional supervision for them is needed. The teacher must request in advance for additional supervision. School buses may be used for transportation for field trips. Only authorized personnel may drive a school bus.
4. Before each field trip each pupil must present to his/her teacher a document signed by the parent/guardian, giving the pupil permission to participate in the field trip.
5. Field trips shall not be taken after May 1. An exception to the May 1 deadline can be made if the following conditions are met:
 - a. If the trip cannot be scheduled at any date prior to May 1.
 - b. If all plans for the trip are completed prior to May 1.
 - c. If the trip complies with the guidelines and approval process stated in this policy.
 - d. If the trip has been approved by the Assistant Superintendent for the Attendance Center.
6. Fees charged for trips using district-owned vehicles are divided into four categories:
 - a. The fee charged for transporting students to any planned activities for which participation with other schools or districts is scheduled, such as athletic events, band or choral events, FFA judging, debate teams, etc., or to any events directly programmed by the school administration will be \$.30 per mile each way. The sponsoring school is also responsible for driver fees, additional gasoline and oil, and other incidental fees.
 - b. Field trips, will be charged a fee of \$.50 per mile each way. This cost will be paid by the district and will not be charged to the schools. The district will cover the cost of two field trips per grade per year. Elementary grades may require more than one day per trip to accommodate the entire grade and will be considered as one trip. (Other trips for Gifted, Choir, Special Education, ETC. are to also follow the rule of only 2 per year. The sponsoring school is

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responsible for the cost of these trips.) Secondary schools are allowed the equivalent of two field trips per grade per year. For example if the school serves grades 10-12, the district will cover the transportation cost for 6 field trips per year which can be divided between subject area at the principal's discretion .

- c. Kindergarten classes are allowed to take more than one field trip per semester to accommodate the community trips needed to enhance their curriculum. The District will pay the transportation cost for 2 trips per year for Kindergarten. The Sponsoring school will be responsible for the transportation cost for the community trips that exceed the 2 trips paid for by the district.
- d. Reward trips will be charged .50 per mile each way. Individual schools will be responsible for paying this fee. The sponsoring school is also responsible for driver fees, additional gasoline and oil, and other incidental fees. Reward trips are trips that are not necessarily related to instructional goals but are a form of reward for students/organizations. If students may be excluded from such trips for not meeting the criteria established by the principal (or designee), parents shall be notified, in writing, of said criteria and shall sign a document verifying receipt of the notification from the school. Students should not be arbitrarily disallowed from participation in these trips.

For any trip or school-related activity for which students are transported, whether by private vehicle or by district-owned vehicle, the proper trip permit form shall be submitted, necessary insurance requirements shall be met, and all of the above stated guidelines for trip permits shall be followed as applicable.