

## **IJOA - FIELD TRIPS**

The School Committee recognizes that first hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the School Committee to encourage field trips as part of and directly related to the total school program and curriculum. Every effort will be made to ensure equity of field trip opportunities across all elementary and middle schools per grade.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration and reviewed and approved by the School Committee. All such guidelines will be in alignment with state law and Department of Elementary and Secondary Education recommended guidelines.

The following issues must be addressed in all field trip proposals:

1. Safety and supervision of all participants;
2. Safety of transportation and accommodations;
3. Cost;
4. Expectation of fundraising by students;
5. Time away from school;
6. Appropriateness of the trip for the grade level involved; and
7. A formal approval of the proposal by the building Principal.
8. Obtaining parent/guardian permission for all trips

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Principal.

All overnight, out-of-state, and out-of-country trips except those required for student participation in tournament competition or contests must have prior approval of the Superintendent of Schools. Requests for this category of field trip must be submitted to the Superintendent no less than three months before the trip takes place. Overnight travel on a motor coach between 12 midnight and 6:00 am must have the prior approval of the School Committee.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee or its designee will only review for approval school-sanctioned trips. The School Committee or its designee will not review or approve trips that are privately organized and run without school sanctioning.

CROSS REFS.: [JJH](#), Student Travel