

## Field Trips and Special Events

All travel must have prior principal or designee approval. (See attached request form.)

### 1. Cocurricular Trips

- a. When utilizing district transportation, the driver is responsible for all decisions affecting operation of the vehicle, either on routes or trips. This responsibility means that coaches, teachers and chaperones must work with the driver to assure proper student conduct. Meals, rest stops and route will be planned in advance. Bus safety decisions are the province of the driver. Coaches, teachers and chaperones:
  - (1) Must have a copy of the bus regulations and know them before going on a trip; and
  - (2) Must position themselves on the bus as to be in control of discipline at all times.
- b. Buses will be provided by the district for cocurricular trips at the rate determined by the transportation supervisor, subject to the following rules:
  - (1) A minimum of 40 students per bus is recommended;
  - (2) The transportation supervisor shall be notified at least 24 hours in advance of the proposed departure time for the activity;
  - (3) No student will be permitted to go on a cocurricular trip without written permission from his/her parent(s);
  - (4) After returning to school, chaperones must stay until the last student rider has been picked up or has been accounted for.

### 2. Field Trips

Field trips have become an integral part of the district educational program. The following are basic rules which govern field trips:

- a. All arrangements for field trips must be made through the building principal or designee. If a district vehicle is desired for any trip, arrangements must be made one week in advance;
- b. Field trips must be curriculum related, the details of which are carefully worked out before a visit by the students is made. Field trips must be followed by worthwhile culminating classroom activities;
- c. Careful supervision of youngsters while on the trip is mandatory. Teachers are encouraged to use the services of volunteer parents on field trips for supervision;
- d. No student will be permitted to go on a field trip without written permission from his/her parent(s);

- e. There must be adequate chaperones named prior to the trip. The number of chaperones required will be determined by the administration according to the number of students involved. A suggested guideline is one adult for every 10 students;
- f. If field trip has overnight stay a reasonable mix of male and female chaperones will be determined to provide adequate chaperoning within the sleeping quarter;
- g. All school rules will apply to students while on the trip;
- h. Chaperones are to be cautioned that they represent the school and to conduct themselves accordingly;
- i. At least one month prior to the trip, the advisor or sponsor must submit, for the principal's approval, a written summary of the projected trip which includes at least:
  - (1) Educational connection to the classroom;
  - (2) Learning objectives;
  - (3) How learning objectives are to be assigned;
  - (4) A trip itinerary with routes detailed;
  - (5) Adequate planning for lodging and meals;
  - (6) A list of chaperones which meet a. and b. above;
  - (7) A summary of costs;
  - (8) A plan for students not participating in the trip;
  - (9) If fundraising is used to offset costs, list the fundraising activities and fill out a Student Fund Raising Activity Request (administrative regulation IGDF-AR);
  - (10) A plan to cover costs for students unable to pay.

**Jackson County School District 9**  
**Out of State Travel Request**

Travel Dates From: \_\_\_\_\_ To: \_\_\_\_\_

School: \_\_\_\_\_

Name of Organization (club/class/group): \_\_\_\_\_

Traveling to: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

Funding\*: \_\_\_\_\_

Approximate number of students traveling: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Organizing Travel  
(club/class/group advisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal/Designee

\_\_\_\_\_  
Date

Any questions regarding this travel request should be directed to the person organizing the travel.

A copy of this form is to be filed at the school's activities and/or bookkeeper's office, and must be approved by the principal or designee prior to the travel.

\*If fundraising, a Student Fund-Raising Activity Request form must accompany this request. (See administrative regulation IGDF-AR.)