



IJOA - FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL

Poudre School District recognizes the benefit to students of participation in appropriate field trips and other activities away from school scheduled in connection with curricular and extracurricular school programs. As used in this policy, "field trips and other activities away from school" include: (a) enrichment and experiential activities that are part of the school's educational program for which students may or may not receive course credit and/or a grade; (b) practices, competitions and other activities related to school-sponsored extracurricular activities; and (c) school-sponsored activities that are not part of the school's educational program or a school-sponsored extracurricular activity, including but not limited to social, experiential and fundraising activities. All such field trips and other activities away from school are subject to the terms and conditions of this policy and accompanying regulations.

RULES APPLICABLE TO ALL FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL

A District permission form must be signed by the parent or guardian of a student before the student may participate in any field trip or other activity away from school. Only current District students may participate in field trips/activities, except that recently graduated students may participate in field trips/activities that they earned or worked for while they were District students.

Determinations regarding the appropriateness of a field trip/activity, supervision requirements, necessary accommodations and/or modifications, and other matters concerning students with disabilities shall be made by the students' IEP or § 504 team.

Adult chaperones shall be either District employees or authorized volunteers that are qualified and registered as provided under District Policy KJ.

The District reserves the right to deny any request for a field trip/activity, to cancel any previously approved field trip/activity up to the time of departure, and to terminate or redirect any field trip/activity in progress for any reason deemed necessary or appropriate, including but not limited to health/safety concerns or misconduct.

District vehicles, private vehicles or commercial transportation may be used for student transportation in connection with any field trip/activity. In order to transport students in private vehicles, District employees not regularly employed to transport students and authorized volunteers must possess a driver's license and acceptable insurance and be approved by the District after completing the required form(s).

Students, District employees and District volunteers are subject to District policies and regulations, including but not limited to policies and regulations included in the Student Code of Conduct, on every field trip/activity.

RULES APPLICABLE TO FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL THAT DO NOT INVOLVE AN OVERNIGHT STAY

Each field trip/activity, including the mode(s) of transportation to be used, shall be approved in advance on the appropriate District form by the school principal after considering any information and recommendations provided by the risk manager.

The school principal shall approve a District employee to serve as the sponsor for each field trip/activity. The sponsor shall have primary responsibility for the field trip/activity and all participating students, District employees and District volunteers.

After considering any information and recommendations provided by the risk manager, the principal shall determine the number and qualifications of adult chaperones required for student supervision in connection with each field trip/activity.

RULES APPLICABLE TO FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL THAT INVOLVE AN OVERNIGHT STAY

Each field trip/activity, including the mode(s) of transportation to be used, shall be approved in advance on the appropriate District form by the assistant superintendent of elementary or secondary schools, as applicable, after considering any information and recommendations provided by the risk manager. Such approval shall include the content of a safety and emergency response plan for the field trip/activity.

The assistant superintendent of elementary or secondary schools, as applicable, shall approve a District employee to serve as the sponsor for each field trip/activity. The sponsor shall have primary responsibility for the field trip/activity and all participating students, District employees and District volunteers. The assistant superintendent of elementary or secondary schools, as applicable, shall also approve a District employee to serve as the safety coordinator for each field trip/activity. District employees shall complete all required trainings to the District's satisfaction prior to serving as the safety coordinator on any field trip/activity.

After considering any information and recommendations provided by the risk manager, the assistant superintendent of elementary or secondary schools, as applicable, shall determine the number and qualifications of adult chaperones required for student supervision in connection with each field trip/activity. At least one adult chaperone of the same sex shall be assigned for any male and female students participating in the field trip/activity.

For field trips/activities involving travel outside of the United States, the sponsor shall register the group as an organization in the Smart Traveler Enrollment Program

("STEP") through the US Department of State. All students participating in field trips/activities involving travel outside of the United States shall purchase the insurance offered by the educational tour company or travel agency through which the field trip/activity was arranged, or other insurance approved by the District's risk manager.

The District permission form signed by the parent or guardian of a student shall include a provision stating that the student's participation in the field trip/activity may be terminated and the student may be sent home early at the parent's or guardian's expense if the student engages in serious or repeated misconduct.

Adopted by Board: April 1972

Revised by Board: May 1982

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Revised by Superintendent: February 4, 2013

LEGAL REF:

C.R.S. 13-22-107

CROSS REFS:

EEAG, Student Transportation in Private Vehicles

JQ, Student Fees, Fines and Charges

KJ, Volunteers