

IJOA FIELD TRIPS

Introduction

The Governing Board acknowledges the importance of student field trips as an extension of the instructional and extracurricular programs of the District. Opportunities to travel away from the school setting for an educational purpose under the direct supervision and guidance of school personnel can provide enriched learning experiences for students.

All field trips shall be appropriate to the age and grade level of the students involved and shall directly relate to the District's curricular and extracurricular programs. Regardless of the time of day, day of the week, or month of the year when a trip is proposed to be taken, if a majority of the participants are District students, each sponsor is a District employee, and the purpose of the trip is directly tied to a District program, the trip must meet all of the approval requirements set forth in this policy.

Approval

To obtain approval, the sponsor of a proposed field trip shall demonstrate that there is adequate provision for student supervision and safety; there are no undue liability risks; and the educational benefits of the trip exceed the total cost, including investment of staff and student time before and during the event and any monetary costs associated with the activity. Every field trip must be approved in advance. Trips of fewer than twenty-five (25) driving miles from the school site may be approved by the building principal. In-state, regularly scheduled events sponsored by the Arizona Interscholastic Association (AIA) or the Arizona Music Education Association (AMEA) may be approved by the building principal, even if more than twenty-five (25) driving miles from the school site. All other trips of more than twenty-five (25) driving miles from the school site must be approved by the Governing Board.

Fees

Fees may be charged for field trips only in compliance with A.R.S. [15-342](#) for extracurricular activities - events that are optional, noncredit, educational, or recreational and that supplement the education program of the school, whether offered before, during, or after regular school hours. Whenever appropriate, a fee reduction or waiver shall be provided in cases of need or economic hardship. Any opportunity for a fee reduction or waiver shall be printed in informational or promotional materials sent to students' parents.

Transportation

In most cases, transportation for field trips shall be by school bus, or by licensed common carrier such as public or chartered bus, train, or airplane. The building principal (in cases where the trip is twenty-five [25] or fewer driving miles from the school site) or the Governing Board may permit staff members to provide the transportation in school-owned vehicles. In no case are drivers permitted to use mobile phones or similar devices while driving on District business. *Students must wear a seatbelt while the vehicle is in transit.*

Out-of-State and International Travel

For out-of-state and international trips, the sponsor must provide the Governing Board with appropriate detailed information concerning insurance and health and safety issues; i.e., detailed itinerary, behavior expectations, notarized medical release, emergency and communication plans, etc. For international trips there shall also be proper verification of coverage through the District's insurance provider.

Non-School-Sponsored Trips

The Governing Board recognizes that employees accompany students from time to time on trips that are not associated with or sponsored by the District. When this occurs, it is important that the employee state very clearly in writing to students and parents that the trip is not associated with the District. The only exception to this notification requirement is when it is inherently obvious to families that the trip is not, in any way, associated with the District (for example, Girl Scouts or Boy Scouts). If in doubt about whether a trip is school sponsored, the sponsor should seek a determination from the Superintendent.

When an employee is planning, promoting, or meeting with participants of non-school-sponsored trips, the District's facilities, equipment, materials, or other resources may not be used unless the employee has arranged for the rental of such in accordance with the District's policies regarding community use of school facilities. Work time may not be used to promote the trip to students and/or their parents.

Adopted: June 28, 2011

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A.R.S.
[15-342](#)

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