

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 400: PROGRAMS

Section 401: General

401.7 Field Trips

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Field trips as defined in School Board policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity. The following guidelines have been provided to help ensure the effectiveness of all field trips.

General Procedures

- A. All requests shall be submitted to the Supervisor on the Field Trip Request Form (T-3) in advance of the scheduled trip with the names of all staff members and chaperones who will accompany the students.
- B. Upon approval of an educational trip, the Supervisor shall forward a copy of the pretrip proposal to the Executive Director.
- C. Parental Consent Forms (located in Student Handbook) must be returned to the teacher before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. If the student will be unsupervised during certain portions of the trip, the form must be signed and returned prior to the trip. No student will be allowed to participate if parental consent is not received prior to the trip.
- D. A copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge for all overnight trips.