

BOARD POLICY

Descriptive Code: IFCB

FIELD TRIPS AND EXCURSIONS

Date: October 14, 2003

The Board of Education recognizes the value of field trips for extending the instructional experience and authorizes these trips when the purpose relates directly to instructional objectives. Requests for field trips must be approved by the principal. Prior to the scheduled trip, the parent (guardian) of each participating student must submit a signed permission statement.

Field trips that will be utilizing public school bus transportation must be planned to commence and end between regularly scheduled bus routes, with the exception of field experiences which are included in our curriculum guides. Alternative methods of transportation should be sought for trips which cannot be accommodated within this time frame. However, the Board of Education prohibits the use of multiple-passenger vans to transport students for any school sponsored activity. Multi-passenger vans are identified as those vans which have a transport capacity of ten or more passengers. All other vehicles, including mini-vans may be used to transport students for curricular and non-curricular activities provided the guidelines for use of private transportation as contained herein, have been fully implemented.

Students participating in approved field trips shall be counted present for attendance purposes for trips lasting up to two (2) days. Students on trips extending beyond two days shall be given an excused absence for any days beyond two, except in the case of trips included with the approved curriculum. Any overnight field trip which is of a discretionary nature and is not required by the Georgia High School Association must be approved by the Board of Education. Information on the trip must include the dates of the trip, arrival and departure times, schedule of activities correlated to the approved course objectives, list of potential chaperones with specific assigned responsibilities, mode of transportation, and projected costs of the trip per participant. Student behavioral expectations will be governed by the local school discipline policies and the Code of Conduct as established by the Board of Education.

The Board of Education recognizes that extra-curricular activities may be offered to enhance the educational experience. These activities are optional, at the discretion of the parent and the student. Students and Parents participating in extra-curricular activities may be required to execute releases in order to participate in these activities.

System owned transportation or adult private transportation will be available to students participating in required school-sanctioned events, including extra-curricular activities. Signed parental permission and releases will be required if private transportation is to be utilized.

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With written parental permission, a student may transport himself/herself and sibling(s) in a private vehicle to a required school-sanctioned event provided the trip is less than 30 miles one way. Students are not allowed to transport other students to required school-sanctioned events. Transportation to and from practices of extra-curricular activities held at the school site is at the discretion of the parent or guardian. System owned transportation or adult private transportation will be available to students participating in required practices held at remote sites.

Guidelines for use of private vehicles:

- a. The owner of the vehicle must file with the school proof of liability and no-fault insurance.
- b. The driver of the vehicle must provide the school a copy of his/her **valid** driver's license and **declare any** driving/traffic violations charged against him/her within the past three years.
- c. The parent **must provide written permission and execute a release for any student participating in a required school-sanctioned event to be transported in a private vehicle.**

The Columbia County Board of Education prohibits school sponsorship of senior trips and other trips that are primarily social in nature.

CROSS REF.: Policy IED; JGFB

PROCEDURE: Yes

ADOPTED: 12/13/88

REVISED: 06/08/99

Columbia County Board of Education