

FIELD TRIPS AND EXCURSIONS

The School Board recognizes that educational field trips and excursions for instructional purposes help provide desirable learning experiences. The Superintendent has the responsibility for the development of administrative criteria governing field trips and excursions. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in competition or a contest that requires use of school time.

Teachers planning on conducting out-of-parish field trips or learning experiences shall submit, through the principal, an application in writing to the principal and appropriate curriculum supervisor for approval. Before any trip or excursion is taken, the principal has the responsibility of assigning appropriate professional personnel to accompany the students for the purpose of adequate supervision. A written request should be given to the principal for approval at least one week in advance. Written parental permission forms shall be secured for each student who plans to take the trip.

Educational school-sponsored field trips will be permitted and approved by the principal and appropriate curriculum supervisor according to the following criteria:

1. Must have recognized educational validity
2. Limited to co-curricular activities
3. Must be made at no expense to the Board; the salary of school bus operators and appropriate per mile charges must be paid by the school
4. Only students in good standing, in regular school membership, and with written permission from their parents shall be permitted to attend school-sponsored field trips
5. Shall be under the direction and supervision of a teacher
6. Must have the approval of the Supervisor of Transportation when parish-owned buses will be used
7. Out-of-state travel requires a written request to the superintendent/designee for approval.

The number and length of trips should be left up to the discretion of the principal. In case of absences due to school-related activities, it becomes the responsibility of the student to make up the work in the following time frame: One day out - one day allowed for make up; two days out - two days allowed for make up, etc. The student shall not be counted

absent.

Before approval of any field trip is given, it shall be determined whether the trip is covered by the Board's liability insurance. No travel shall be authorized where coverage cannot be secured prior to the trip commencing. Except in extreme cases approved by the principal of the school, private vehicles shall not be used for transporting children on field trips. Only buses, owned by or contracted to the school district, and driven by certified operators shall be permitted, except as noted above.

The Board does not endorse the use of private vehicles to transport students to and/or from interscholastic activities. However, it recognizes the need for additional transportation at certain times; and the use of private vehicles may be necessary for transportation of students to interscholastic activities provided that (1) parent's/guardian's permission to transport student by private vehicle is obtained, (2) all such vehicles are driven by properly licensed adults, (3) all such vehicles are covered by automobile liability insurance in accordance with the laws of the state of Louisiana, (4) copy of vehicle insurance identification card is on file with the school, and (5) individuals utilizing private vehicles complete a notice of liability form provided by the school.

STUDENT EXCURSIONS

Whenever any student trip or excursion utilizes the services of a travel agent or booking agent to provide or arrange for transportation or lodging, the School Board shall require the travel agent or booking agent to provide proof of adequate insurance and present to the Board a *surety bond* sufficient to insure recovery of all monetary advances as a result of nonperformance.

The amount of the bond shall be at least equal to any payments made to the travel agent agency or booking agent prior to the date of travel. In addition, any bond issued shall be from a surety company licensed to do business in Louisiana and approved by the Board. A *certified check* from the travel agency covering the full amount of advanced payment may be accepted by the Board, but only when a bond is not available.

Additional regulations governing field trips or excursions for students that involve travel or lodging may be maintained by the Superintendent and staff.

The principal of a junior high, middle school, or high school shall be prohibited from approving any field trip or extracurricular activity promoted by any individual, organization, or entity which plans, promotes, or organizes travel arrangements, unless the trip or activity is in accordance with all Board and staff established criteria, and is covered by proper insurance and an acceptable surety bond.

New policy: May 1999
Revised: December 2004
Revised: January 2018

Ref: La. Rev. Stat. Ann. §17:81, 17:176.1; Board minutes, 12-19-95, 3-16-99 (minutes only, no action), 5-18-99, 12-21-04, Forethought wd. revisions 1-30-18.