

# Regulation IJOA-R

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**Related Entries:** IJOA, IA, IA-R, IJOC, IJOC-R  
**Responsible Office:** Deputy Superintendent for Instruction

## FIELD TRIPS AND EXCURSIONS

### I. PURPOSE

To publish procedures for LCPS-sponsored travel-study programs, field trips and student organization trips; to provide definitions; and to establish procedures for obtaining approval and implementing approved trips.

### II. DEFINITIONS

1. *“School-sponsored”* means any activity (including, but not limited to, sports, organized clubs and field trips) that has a staff member assigned as an agent of the school and has been approved by the principal and/or superintendent.
2. *“Field trip”* means a school-sponsored activity that is directly related to the instructional program and must be aligned with New Mexico Content Standards, Benchmarks, and Performance Standards, school district curriculum, Common Core State Standards (see LCPS Policy and Regulation IA: Instructional Goals and Learning Objectives) and the LCPS Educational Plan for Student Success. A field trip may be an overnight trip.
3. *“Travel-study trip”* means an activity that combines instruction and travel for an extended period of time on this continent or abroad. Some programs include a specific course of study to be completed, while others place emphasis upon exposure to foreign cultures. Participating students may be from different grade levels or classes. Travel-study trips should be scheduled for non-school days.
4. *“Student organization trip”* means an activity that provides extended opportunities related to an officially recognized school organization. Participation is limited to members of the organization or club. Out-of-state student organization trips should be scheduled for non-school days whenever possible.

### III. PROCEDURES

#### A. Cancellation of trips

1. Cancellation of trips may occur due to weather, safety, world events, or local school need. Trips will be cancelled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.
2. LCPS is not responsible for financial losses to students and parents due to cancellation of trips.
3. The authority to cancel trips rests with the superintendent or the superintendent’s designee.

4. Insurance coverage for out-of-state or out-of-country trips shall be acquired to cover the cost of any cancellation fees.

**B. General considerations for all field trips, travel study, or student organization trips**

In the development of a trip, staff is responsible for ensuring that:

1. The objectives of the trip are integral to the academic content under study and the instructional program; are age appropriate; that necessary safety precautions are considered; and, that parental consent has been obtained.
2. The trip will not adversely disrupt the overall learning environment of the school.
3. Individual student grades, eligibility, or course requirements will not be adversely affected by participating in the trip. However, participating students are responsible for and required to make up assigned work in classes missed.
4. Appropriate education experiences will be provided for those students who do not participate in the trip.
5. Schools provide financial options to ensure maximum participation by all interested and qualified students regardless of economic circumstance. Appropriate support and accommodations will be provided so that no student is denied participation for financial reasons in a school-sponsored field trip.
6. The proposed program is feasible within the time allotted.
7. If possible, there is a preview visit by the teacher or another staff member unless the trip has been experienced previously.
8. Teachers who are not participating in the trip but who have regularly scheduled learning activities for students for whom the trip is planned, are informed of the proposed plans at least five work days prior to the scheduled field trip.

Staff should complete LCPS Form IJOA-E1: *Field Trip Request, Rationale and Notification Form*, to ensure that prior to any proposed field trip:

- a. administrative approval has been received;
  - b. all appropriate school staff have been notified,
  - c. funding has been secured;
  - d. transportation has been secured;
  - e. scheduling has been completed; and
  - f. appropriate rationale has been provided.
9. Chaperones  
Chaperones are assigned based on the age and number of students, location and type of activity. Additionally, the appropriate number of chaperones should be based on the age of students and type of activity.
    - a. Children who are not part of the group participating in the trip may not accompany parents when the parents serve as chaperones.
    - b. The school must follow all state laws with regard to volunteer background checks for chaperones who may have unsupervised access to any student.

Chaperones should be advised prior to their participation in a field trip that the conduct of all field-trip participants, including volunteer chaperones, is governed by state law and school district policy and regulation, including drug-free and gun-free zone guidelines and a prohibition against the use of all tobacco and alcohol products.

- c. Because of issues addressed in b. above, parents who are not chaperones and who have not undergone appropriate background checks are not allowed to separately join the field trip or excursion in order to be with their child.
10. A written plan is developed for the administration of medication for any student requiring such assistance.

### **C. Field Trip Procedures**

1. Staff and students, when appropriate, should develop plans for the school-sponsored field trip according to the guidelines in Item B above and submit the plans to the school principal for approval. The principal must approve a trip before any contractual commitments may be made or any payments collected from students or parents.
2. Teachers must obtain school principal and parental permission for student field trips through the *In/Out-of-District Field Trip Consent Form*, IJOA-E2.
3. Once a trip is approved, the following steps shall be carried out by the responsible school personnel:
  - a. LCPS transportation should be utilized where available and economically feasible. When an LCPS bus is required, all procedures for transportation of students shall be followed.
    - i. When commercial carriers are used, only those approved by the LCPS Transportation Department may be utilized.
    - ii. When transportation is provided, all students shall be transported to the field trip, during the field trip, and back to the school site or other starting point as a group.
  - b. Permission for a parent/guardian to transport his/her child to or from a school-sponsored field trip shall be granted only in extreme circumstances. Parents must complete LCPS Form IJOA-E3: *Parent Request for Permission to Transport a Student To/From a School-Sponsored Field Trip*. The completed form must be submitted to the Principal for review and approval at least five school days prior to the date of the field trip.
  - c. Under no circumstances shall a parent/guardian be allowed to transport any student other than his/her own child home from a school-sponsored field trip.
  - d. Parents shall be provided with specific written information about the instructional goals and learning objectives of the trip, costs, payment options (if any), and transportation arrangements – including departure time and approximate time of return. Parents will also be provided with information regarding cancellation procedures as outlined in this regulation.

4. The school principal shall be responsible to:
  - a. ensure that student field trips have an educational purpose as outlined in B.1 above.
  - b. obtain and retain on file written parental permission to participate in a field trip (LCPS Form IJOA-E2: *In/Out of District Field Trip Consent Form*).
  - c. sign any contractual agreement with a public carrier or/or any other service provider.
  - d. ensure insurance coverage for out-of-state or out-of-country trips shall be acquired to cover the cost of any cancellation fees.
  - e. assure that all plans and arrangements are understood by the participants and their parents.
5. School staff shall be responsible for:
  - a. setting behavior expectations for both participation in the trip and the behavior expected on the trip, as well as communicating these expectations and the consequences for failure to meet them to student and parents prior to the trip.
  - b. carrying a list of the names of students and chaperones participating and their emergency information. A copy of list must be submitted to the principal prior to the trip and **the list shall be up to date reflecting that day's attendance**. (Therefore, any student who is absent on the day of the field trip shall be removed from the list prior to submitting to the principal.)
  - c. providing appropriate supervision.
  - d. notifying the principal of any emergency situation, e.g., an accident involving a student(s), students missing from the group, etc.
6. Students participating on a field trip during school hours are permitted and expected to make up any schoolwork missed, and the student's absence is recorded as "excused."

D. Procedures for Out-of-State Travel Study and Student Organization Trips

*NOTE: Trips to El Paso, Texas are not subject to Out-of-State procedures.*

Sequential steps in developing and obtaining approval for travel-study and student organization trips.

1. Plans for the school-sponsored trip are cooperatively developed by staff and students and reviewed by the principal.
2. If the principal approves the plan, the staff and students, with the cooperation of the parents, jointly develop and prepare a detailed written proposal according to the guidelines in Section C and Section E of this regulation.
3. The fully developed proposal, with supporting data, is submitted to the principal for approval. The principal is responsible for reviewing and approving or disapproving all proposed school-sponsored trips. In considering a proposal, all factors relating to the program as outlined under Section C above will be assessed

and verified. The principal is responsible for assuring that every effort has been made to provide a learning experience that is aligned to the learning goals and objectives of the instructional program or enhances the instructional program and that all reasonable provisions are made for the safety of the students.

4. Upon approval by the principal, LCPS Form IJOA-E4: *Request for Out-of-State Student Travel*, and the trip proposal, approved by the principal, must be submitted to the Deputy Superintendent at least three months prior to the departure date and prior to parent notification of and the collection of any payments for the proposed trip. A list of student(s) attending the field trip must also be attached to Form IJOA-E2, *In/Out of District Field Trip Consent Form*.
5. The Deputy Superintendent shall be responsible for reviewing the proposal, seeking Board of Education approval for the trip, maintaining a file of approved proposals, and notifying the principal of Board approval.
6. After Board approval, the requesting sponsor shall complete the following:
  - a. Leave Request, if applicable.
  - b. Transportation Requisition, if applicable.
  - c. Application for Use of School Owned Vehicle, if applicable.
  - d. LCPS Form IJOA-E2: *In/Out of District Field Trip Consent Form*.
7. At this point in the process, the sponsor may begin any necessary agreements and travel arrangements, which may require the encumbrance of funds.
8. In extenuating circumstances where it is not possible to get board approval prior to the field trip, the Superintendent can authorize the out-of-state travel and inform the Board at the next scheduled Board meeting.

E. Content of a Proposal for a Travel-Study or Student Organization Trip

A proposal jointly developed by staff and students should include:

1. a statement of the learning goals and objectives of the travel-study or student organization trip and an outline of anticipated educational experiences and/or of the course of study to be followed.
2. an itemized statement of the basic costs, including transportation, meals, and accommodations, with evidence that the fees charged are competitive for the services provided, and other expenses not include in basic costs.
3. a statement of expenses (if any) not included in the basic costs as appropriate to the school-sponsored trip such as required inoculations, passport and visa expenses, costs of a personal nature, and optional insurance.
4. procedures for maintaining financial records for purposes of auditing.
5. description of transportation arrangements with assurances that all transportation will be provided by school car, school bus, charter bus, or other district approved carrier.
6. description of insurance coverage for each student on the trip.
7. identification of accommodations to be used with assurance that they:

- a. are nondiscriminatory
  - b. have adequate health and safety standards
  - c. are adapted and suitable for the disabled
  8. the detailed itinerary – departure, travel schedule, and return.
  9. the names of qualified individuals who serve as chaperones, and certification of background checks for those chaperones who will have unsupervised access to students (LCPS Policy GBJC: *Employment: Hires, Investigations, and Exams*; and LCPS Policy IJOC: *School Volunteers*) and/or are chaperones for any overnight trip.
  10. Identification of a travel agency, if appropriate, and evidence that the agency:
    - a. has experience in handling school groups.
    - b. can provide proof of satisfactory service.
    - c. can provide customer references (individuals who have used the service for similar group programs).
    - d. has quoted a fee which is competitive for services provided.
    - e. has well-defined procedures for handling personal emergencies of the participants.
    - f. is a member of the Better Business Bureau and the American Society of Travel Agents.
  11. Orientation plans for parents and students, including written information concerning the program, such as:
    - a. the learning goals and objectives of the program of travel.
    - b. the standards of conduct established for the program and appropriate disciplinary actions and consequences for students not meeting acceptable standards of conduct.
    - c. the responsibilities students assume by participating in the program and the responsibilities parents assume in the event the student is not following acceptable behavior.
    - d. the basic costs of travel, meals, accommodations, and other expenses not included in the basic fee.
    - e. cancellation procedures as outlined in Section III A above.
    - f. travel arrangements, overnight accommodations, if appropriate, and the itinerary.
    - g. arrangements for coping with illness, accidents, or other emergencies.
    - h. need for special equipment or clothing.
- F. Implementation of Approved Proposal
1. The principal shall be responsible for:
    - a. obtaining and retaining, on file, written parental permission for students who have not reached the age of majority to participate on a trip.

- b. signing any contractual agreement with a public carrier or travel agency.
  - c. ensuring that all plans and arrangements are understood by the participants and their parents.
2. Upon approval of the school-sponsored trip from the Board of Education, the responsible school personnel will provide parents and students with written information concerning the trip and obtain parental permission for student participation, including approval of the transportation to be used.
3. In implementing the approved plan, the responsible school staff will:
- a. notify the principal of any situation, which will require a change in plan.
  - b. carry a list of the names of students and chaperones participating and their emergency information and submit a copy of the list to the principal prior to the trip.
  - c. emphasize responsible student behavior and provide reasonable supervision.
  - d. notify the appropriate LCPS office of any emergency situations, e.g., an accident involving a student(s), a student missing from the group.
  - e. comply with the time schedule approved for the trip.



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*Deputy Superintendent for Instruction*

4/15/2019  

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*Date Approved*

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