

EDUCATIONAL PROGRAM - Series 600

603 Instructional Arrangements

603.2 Field Trips

The Board of Education recognizes that an educationally sound, properly planned, well conducted and carefully supervised field trip can be a vital part of the curriculum of any classroom.

The school district shall provide transportation for field trips within the state.

Field trips shall have the prior approval of the building principal and superintendent.

Advanced written consent of the students' parents or guardians is required for any field trip involving the use of school and owned vehicles for transportation. If a non-school owned vehicle is used to transport students, it must be driven by a school employee, parent or adult volunteer and approved in advance by an administrator. The person whose non-school owned vehicle is being used must provide a copy of their valid driver's license and proof of insurance card. If a non-school owned vehicle is used, rate of reimbursement to the owner shall be the rate established by the Board for reimbursement of approved travel expenses.

Neither the district nor the district's insurance carrier assumes responsibility for the non-school owned vehicle while in transit to and from and at such activity.

The school district will provide transportation for field trips outside the state if four criteria are met. Field -trips and excursions outside of the state that do not meet the four criteria will be made on alternate transportation. The four criteria are:

1. The operation or trip must be directly connected with and contribute to the educational development of the students.
2. The operation must be sponsored by the school and supervised by the school authorities.
3. The trip must be considered an official school function; and
4. The school district transportation vehicle must be transporting students, teachers and a reasonable number of parents as chaperones.

Adoption Date: December 15, 1986

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May 10, 2006

Legal Reference: Iowa Administrative Code 22.9(285)

Cross Reference: 702.4 Activities Bus Service and Use of Non-School Owned Vehicles