IJOA-R - STUDENT TRAVEL AND FIELD TRIP GUIDELINES

Guidelines for Board and Superintendent Approval of Extended Travel

While the department administration and the School Board recognize the educational value of off-campus experiences, it should not be assumed that making an application for travel approval means the travel will always be approved. The Board and Superintendent expect that any application for extended travel has sound educational justification and meets the high expectations of the department for student safety and financial equity.

Groups are more likely to gain travel approval if:

I. There is high education value
II. The cost per student is not excessive
III. Minimal school time is missed
IV. There are not equivalent opportunities that are closer and less expensive
V. Safety concerns have been addressed
VI. Adequate insurance is built into the plan
VII. There is a high degree of student and parent support
VIII. There is adequate time and methods to earn money for the trip
IX. There is no pressure placed on non-participating students who are members of the group
X. The group has been reasonable in its previous travel requests (location and cost) and has had success in previous travel (i.e. not problems)

Overnight trips require a separate consent form that is specific to the particular trip. Overnight trip consent forms must include the nature of all of the activities in which the student will participate, signature line(s), emergency contact telephone numbers, any specific medical needs and conditions, and permission to provide emergency medical care. The Field Trip/Medical Permission Slip shall be taken on the trip by the sponsor.

Cross Reference:

- IJOA-Student Travel and Field Trips
- IJOA-E1- STUDENT TRAVEL/FIELD TRIP AUTHORIZATION FORM (internally managed via FLOW) [PDF]
- IJOA-E2 - PARENT/GUARDIAN CONSENT FORM for STUDENT TRAVEL/FIELD TRIP
- JICC-Student Conduct on School Buses
- JICC-R-Good Manners and Safety on the School Bus
- DF-Fundraising

- DF-R-Fundraising Administrative Procedures

Adopted:

Reviewed: March 16, 2022 (Policy Committee)

Revision #5
Created 26 October 2021 20:14:04 by Troy Patterson
Updated 2 April 2026 12:23:22 by Andrea Fuller