

FIELD TRIPS AND EXCURSIONS

I. FIELD TRIP PROCEDURES

- A. The field trip is an excellent teaching medium. Such trips should be well planned and closely related to an educational topic under consideration. Procedures for planning, securing approval for and conducting field trips shall be as follows:
1. Since the principal will approve in-parish field trips, each school has the responsibility of establishing policies and procedures to regulate excursions within the parish. The principal should consider the duration and frequency of trips as well as the suitability of transportation, chaperones and other relevant factors.
 2. The teacher will determine the need for the trip in light of information needed for ongoing instruction.
 3. On overnight field trips, there shall be a minimum of one (1) teacher and one (1) adult chaperone for every fifteen (15) students.
 4. The teacher must secure the written permission of parents for any trip that will take students off the school grounds.
 5. The teacher will make arrangements for transportation as described below. School buses or a commercial carrier company must be used to transport students in accordance with the law of the State of Louisiana.
 6. Sponsors shall have the right to exclude students from a trip because of demonstrated inappropriate behavior. Students so denied, as well as their parents, should be informed at the time of the decision.
 7. The teacher will assume responsibility for the supervision of students on the trip, assuring that student conduct meets the standards listed below.
 8. At the conclusion of a field trip, all students must return to the designated place as planned. A student may not be dropped off along the way unless a parent is there to receive him and assume responsibility. The teacher will notify the principal immediately upon return of the class from the trip.
 9. For in-parish trips, the teacher must secure the principal's approval prior to departure.

10. For out-of-parish trips, the principal must obtain the Field Trip Request Forms from the Area Director. All out of parishes trips must be approved by the school's Area Director. For Central Office paid trips, approval is needed from the director of the program prior to scheduling the bus. Only contract buses, contract bus drivers or approved commercial carriers will be used for out-of-parish trips.
11. If a bus driver is on a school-related field trip for a Lafayette Parish public school which results in a time conflict with the driver's regular assigned route, a substitute shall be hired to replace the driver on his regular route, and the driver shall not be docked personal leave or salary. Prior to scheduling the trip, the bus driver must submit a request for professional leave to his/her supervisor. The school is responsible for paying the cost of the substitute driver.
12. The fee for all in-town/in-parish trips will be reviewed and set by a committee comprised of the Director of Transportation, principals' representative and bus drivers' representative. The agreed upon fees list will be kept in transportation.
13. Recommended fees for out-of-parish field trips will be reviewed and set by a committee comprised of the Director of Transportation, principals' representative and bus drivers' representative. The agreed upon recommended fees list will be kept in transportation.

II. STUDENT CONDUCT ON SCHOOL-SPONSORED TRIPS

- A. Students who go on off-campus trips sponsored by the school, whether during the school day or overnight, are under the immediate jurisdiction of the school. In order to insure behavior that will be a credit to the schools of Lafayette Parish and to each individual school community, the following procedures will be observed.
 1. On field trips there shall be no alcoholic beverages, no illegal drugs, no smoking and no profanity.
 2. Students shall adhere to the school district's dress policy at all times (see Policy File: JCDB).
 3. On overnight field trips, there shall be a minimum of one (1) teacher acting as chaperone for every fifteen (15) students.
 4. Sponsors shall have the right to enforce curfews on their group or on certain individuals within the group.

5. Sponsors shall have the right to regulate when and where students may go while on the field trip.
6. Sponsors shall have the right to refuse to take a student or students on the trip who have demonstrated an unwillingness to cooperate
7. The school shall be responsible only for students who depart with the group on a school-sponsored trip under the direct supervision of the school.
8. Since student behavior on a field trip reflects on the integrity of the entire student body, punishment for irresponsibility, dishonesty or immoral conduct shall be severe.

Issued and approved prior to 1975

Revised: 11/3/82

Revised: 7/1/87

Revised: 7/18/01

Revised: 09/06/06