

<b>Hampton School District Policy</b>	<b>Section:</b> I <b>Code:</b> IJOA <b>Title:</b> Field Trips & Excursions <b>Category:</b> R (Recommended) <b>Page:</b> 1 of 1
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**FIELD TRIPS AND EXCURSIONS**

Field trips may be authorized by the Principal.

The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the Principal. A Warning and Consent Form should be sent to the parents of each child participating for a signature and return. This is to be done after the field trip has been authorized. No child may leave the school ground on a field trip unless the form has been signed by the parents.

Consent Forms of those attending should be filed with the Principal before the trip.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal before the trip will be taken.

Any overnight or out-of-state field trips must have the approval of the Hampton School Board.

Students are expected to participate in scheduled class field trips. Permission slips are to be signed by parents and returned to the school. Students are expected to return to the school with the class.

School insurance does not cover or protect anyone driving their own automobile on a field trip.

Bicycle trips cannot be scheduled as the school insurance policies do not cover this mode of transportation.

It is expected that appropriate dress will be enforced as determined by the teacher in charge.

Students are not to be given un-chaperoned "free time" while on a field trip.

A first aid kit or a qualified first aid person must be present.

All students must attend a field trip when their class is scheduled except in case of emergency.

There should be an adult chaperone for every 10-15 students. Parents should be called upon as extra chaperones instead of asking other faculty members.

No out-of-state or out-of-country field trip shall occur when the terror alert level has been posted as orange (high level of alert).

Appendix IJOA-R

<b>Adopted:</b>	<b>DATE:</b> March 15, 1993, November 9, 2010
<b>Reviewed:</b>	August 12, 2008, September 11, 2010
<b>Revised:</b>	October 12, 2005, September 9, 2008, Sept. 2010
<b>Cancellation:</b>	Replaces IICA