

BOARD AGENDA ITEM
August 9, 2016

SUBJECT:

Changes to Administrative Rule *AR IJOA-R Field Trips*

BACKGROUND:

The District's present rule requires that all out of state and overnight field trips be submitted to the superintendent's cabinet for approval. It also makes reference to academic officers and includes no specific provision for international travel.

ADMINISTRATIVE CONSIDERATION:

Administration proposes that the rule be changed to require that out of district and overnight field trips be submitted to the appropriate executive director for approval. Any trips outside the country would require submission to the superintendent's cabinet.

RECOMMENDATION:

Approve the proposed changes on first reading

ATTACHMENT:

Administrative Rule *AR IJOA-R Field Trips*

PREPARED BY:

King Laurence

AIKEN COUNTY BOARD POLICIES

I - INSTRUCTION

Policy IJOA Field Trips

AR IJOA-R Field Trips

AR IJOA-R Field Trips

Issued 2/12

The following administrative rule guides the implementation of policy IJOA, field trips. The School District of Aiken County only sponsors field trips during the school year that are directly related to advancing a specific curriculum-related objective. A brief lesson plan is to be presented with the request showing the relationship to a certain objective and what follow-up activities will occur upon the students' return to class. Field trips that are not designed to advance the learning of a specific curriculum objective will not be considered for district approval.

Each school is to require departments and grade levels to coordinate plans for field trips at the beginning of each school year. An individual student can miss class no more than 10 days yearly as a result of field trips. Days selected for field trips need to be used wisely.

Field trips must not extend beyond three consecutive school days.

The principal must ensure that day-long field trips are not consumed mostly by travel time, leaving only an hour or so for activities that directly relate to curriculum objectives.

Overnight (and out-of-state) field trips must be submitted to the appropriate ~~academic officer~~ executive director who will ~~submit the request to the superintendent's cabinet~~ approve or deny the request. Area advisory councils will continue to receive field trip forms as information. For trips outside the country, ~~the superintendent's cabinet~~ will make its decision based on consistent, districtwide criteria and will be governed by whether the trip advances the school curriculum and by what is in the best interest and protection of the student.

Schools should carefully consider high-cost activities, as they may present a financial challenge to parents/legal guardians. Field trips of unusual cost must be approved by the appropriate ~~academic officer~~ executive director. No student will be excluded from a field trip on the basis of an inability to pay for the trip.

Students are subject to all district policies including the discipline code. A student can be excluded from participation in school-sponsored field trips due to suspensions, excessive absences or habitual misbehavior.

If private companies are used to transport students, proper and adequate insurance information (containing complete coverage clauses) must be attached to request forms. Assurance must be documented that the company is able to operate in other states, especially those traveled. (The private carriers must be certified through the office of the assistant superintendent for administration.)

No field trips may be submitted for approval after May 1 of any given year.

Extracurricular activities

Extracurricular activities (such as athletic events, band competitions, camps, etc.) are not considered field trips, but as extensions to the school day as most occur after school hours. Such activities are exempt from the 10-day rule and must relate to the goals and objectives of the organization. All school rules regarding discipline, attendance, etc. are applicable.

Trips that themselves form the class curriculum (such as work programs and apprenticeship programs) and individualized student experiences (such as shadowing and mentoring) are not considered field trips.

Issued 10/13/98; Revised 1/8/02, 2/7/12

(Richmond County will be considered as “in-state” for purposes of this administrative rule.)

The School District of Aiken County