
AURORA PUBLIC SCHOOLS
Adopted May 1974
Revised August 1992
Reviewed September 2007
Reviewed February 2015
Revised August 2021

APS Code: IJOA

FIELD TRIPS

The Board of Education recognizes that firsthand learning experiences provided by field trips, which are an integral part of the established learning goals, are a most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips that are a part of and are directly related to the total school program. Field trips are defined as being one day or less in length and not requiring an overnight stay.

The Superintendent of Schools shall develop and implement specific regulations and appropriate administrative procedures to screen, approve and evaluate field trips, and to ensure that reasonable steps are taken for the safety of the participants.

The regulations shall ensure that the request for a field trip has been filed on designated forms and is approved by the building principal or designee. All forms are to remain in the school custody for the current year and two subsequent years thereafter. From thereafter all records shall be handled per the District's retention policy.

CROSS REFS.: EEAD, Special Use of School Buses
 EEAG, Student Transportation in Private Vehicles
 JJH, Student Travel

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Schools shall obtain a Parent/Legal Guardian Permission Form for field trip participation (IJOA-2-E), for each student attending the school for each field trip. An annual walking field trip form can be obtained for field trips that do not have a transportation component. (IJOA-3-E). Each school shall designate at least one individual to manage the field trip permission process.

Educational field trips shall be planned and conducted in accordance with the following guidelines:

For the purpose of this regulation, teacher shall refer to teachers, sponsors, advisors and coaches.

1. All requests for field trips shall be submitted on designated forms and approved by the principal or designee at least ten business days prior to the travel date.
2. If transportation is required, requests for buses must be made as early in the school year as possible due to limited availability of dates/times for buses/drivers. Designated office staff shall request transportation for the field trip(s) through the district computerized management system.
3. The teacher shall review the educational value of the field trip with the students prior to making arrangements for the trip.
4. A parental permission slip is required for each student participating in the trip. Slips will be available in each school office.
5. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, and estimated time of return.
6. Participating students may be asked to pay a pro-rata share of cost for any special transportation, admissions fees, etc. However, funds will be available through the principal for students needing assistance with such expenses.

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7. The teacher and principal will be responsible for determining the number of chaperons needed for the field trip. Teachers will inform accompanying chaperons (adults) of their duties and responsibilities. Children/siblings of the accompanying chaperons (adults), other than the student involved in the field trip, will not be permitted to attend without prior permission of the building principal or designee. If bus transportation is required, children/siblings other than the students involved with the field trip, will be permitted on the district buses only on a space available basis. Young children, including toddlers and infants, that require car seats will not be permitted on district buses.
8. The teachers shall review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the students. Students who cannot be self-controlled or teacher-controlled may be excluded from field trips.
9. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
10. Students' safety will be a primary consideration. First-aid kits or stations should be available to field trip participants.
11. The buddy system or partners are recommended to ensure constant awareness of each student's whereabouts, needs and participation.
12. Teachers shall be required to carry a cell phone and/or radio on field trip(s) for emergency situations. Should an emergency occur, the teacher is responsible for notifying the building principal by telephone and/or radio as soon as possible.
13. School buses will ordinarily be used for transportation. However, commercial carriers may be used for certain trips. All requests for commercial transportation must be approved by the principal or designee and the Risk Management Department.

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14. The use of private vehicles by staff members for transporting small groups of students may be authorized by the principal in certain instances provided the driver has the required liability insurance and approved as an authorized driver by the Risk Management Department. Transportation by other students will not be permitted. Drivers must be in compliance with policies and regulations EEAG and EEBB.
15. Students will not be permitted to leave the field trip group during the trip unless they are released to the parents and then only by approved procedures as established by the building principal.
16. If students return to school from a field trip after school hours, the teachers and the principal will make provisions for their safe departure home, taking into account the age of the students and the hour.
17. For field trips including activities that are considered high risk activities, i.e. rock climbing, skateboarding, skiing, etc., special waivers specific to the activity must be obtained through the Risk Management Department.

CROSS REFS.: EEAG, Student Transportation in Private Vehicles By Employees
 EEBB, Use of Private Vehicles on School Business

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FIELD TRIP APPLICATION

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Application Date _____

Travel Date _____

School Group _____

Sponsor/Advisor _____

Destination _____

Departure Time _____ Return Time _____

Purpose/Educational value of trip with specific correction to curriculum: _____

Number of Students: _____ Staff: _____ Parents: _____

Approximate total cost of trip per student: \$ _____

By Student :\$ _____ By District:\$ _____ By Fund Raising: \$ _____

Planned student activities during trip: _____

Fund raising activities: _____

**PARENT/LEGAL GUARDIAN PERMISSION FORM FOR FIELD TRIP
PARTICIPATION**

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Dear Parent/Guardian, APS is pleased to expand the learning for your child:

Please read the information below, sign and return the form to _____ by
_____, 20__

Trip Date _____ Time _____

Destination _____ Cost _____

Educational Purpose _____

She/he will be transported by

School bus Commercial Carrier Parent/Guardian arranged transportation

Other (please specify) _____

-----**Statement of Consent**-----

1. I understand that the field trip will take place away from school property; may involve transportation by school bus, private vehicle, common carrier or other mode of transportation; and may involve activities beyond the scope of traditional school functions conducted on school district property.
2. I understand that the student's participation is voluntary, and that by participating in the field trip, such participation potentially involves risks and obligations that are impossible to predict but which are beyond the scope of those normally associated with traditional school functions conducted on school district property. These may include but are not limited to the risk of loss or damage to personal property, the risk of sickness, personal injury or death while participating in the field trip and the obligation for payment of fees and costs associated with the field trip.
3. I agree to hold harmless the Aurora Public School District, its employees and authorized volunteers from liability and claim for damages due to bodily injury, death, property

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damage, sickness, illness, disease or expenses or losses from the District's performance under this participation agreement, unless caused by actions for which the school district would otherwise be liable under Colorado law.

4. I understand that Aurora Public Schools does not purchase, or have, any medical, dental or hospitalization insurance to cover injuries to or loss of life of pupils or to indemnify parents and guardians for expenses in connection therewith, and that such insurance, if desired, must be provided by the parent or guardian.
5. I understand that it is the responsibility of each student to make up any work missed in other classes while attending this trip.
6. I understand that my student must adhere to all regulations and policies of Aurora Public Schools and _____ School.
7. If you have questions, please contact _____ (field trip contact) at _____ (phone number) or by email at _____

For Parent or Guardian: *Please Return this entire page*

I have read and understand the above information, and give permission as follows: My student _____ (student's name, please print)

___ May participate in the above described field trip

___ May not participate in the above described field trip

Parent or Guardian name Printed _____

Parent or Guardian name Signature _____ Date _____

Parent or Guardian Home Number: _____

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Parent or Guardian Cell Number: _____

Please return this to your child's school

WALKING FIELD TRIP PERMISSION FORM

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It is customary for teachers to take their classes on walking field trips in the school community at different times during the school year. The purpose of such walks is varied. Students may observe neighborhood architecture and urban plants, animals and/or visit interesting places in the community such as the public library, local businesses and parks.

In order to allow flexibility for these valuable activities, this permission will extend for the entire school year. The trip destination along with a list of students on the trip will be posted in the main office. If a parent or guardian is expecting to take his/her student out of school for any reason during the school day, it is important to notify the school in advance what time check out will occur. Plans can then be made to be certain the student is in the building at that time.

Separate permission forms will always be used when any form of transportation is involved or a trip involves an overnight stay or wilderness activity.

I agree to hold harmless the Aurora Public School District, its employees and authorized volunteers from liability and claim for damages due to bodily injury, death, property damage, sickness, illness, disease or expenses or losses from the District's performance under this participation agreement unless caused by actions for which the school district would otherwise be liable under Colorado law.

I understand that Aurora Public Schools does not purchase, or have, any medical, dental or hospitalization insurance to cover injuries to or loss of life of pupils or to indemnify parents and guardians for expenses in connection therewith, and that such insurance, if desired, must be provided by the parent or guardian.

I hereby give permission for my child to participate in supervised neighborhood walks during the _____ school year.

Student's Name

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date

WALKING FIELD TRIP PERMISSION FORM

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-----Decline Participation in Field Trip-----

If you would like your child to NOT participate in this activity, please sign, date and return this form to your child's teacher.

(Print Parent's Name) _____

(Parent's Signature) _____

(Date) _____ (Child's Name) _____

** This form is to be retained at the school for the current year and two years thereafter. From thereafter all records shall be handled per the District's retention policy.