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**AURORA PUBLIC SCHOOLS**

**Adopted May 1974**

**Revised August 1992**

**Reviewed September 2007**

**Reviewed February 2015**

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**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.

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

## **FIELD TRIPS**

### **Page 1 of 3**

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 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.

## **FIELD TRIPS**

### **Page 2 of 3**

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.
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. Transportation by other students will not be permitted.

**FIELD TRIPS**

**Page 3 of 3**

Drivers must be in compliance with policies and regulations EEAG and EEBB.

15. All requests for commercial transportation must be approved by the principal or designee.
16. 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.
17. 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.

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**

**Page 1 of 2**

Application Date \_\_\_\_\_

Travel Date \_\_\_\_\_

School Group \_\_\_\_\_

Sponsor/Advisor \_\_\_\_\_

Destination \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Purpose/Educational value of trip with specific connection to curriculum: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Students: \_\_\_\_\_ Staff: \_\_\_\_\_ Parents: \_\_\_\_\_

Approximate total cost of trip per student: \_\_\_\_\_

By Student \_\_\_\_\_ By District \_\_\_\_\_ By Fund Raising \_\_\_\_\_

**FIELD TRIP APPLICATION**

**Page 2 of 2**

Planned student activities during trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fund raising activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agency/Company arranging trip: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Use of rented or volunteered vehicles: When renting a vehicle, always purchase the liability and collision damage insurance through the rental company. When personal vehicles are used, always obtain evidence of liability insurance on the vehicle.

Parent permission forms are on file: \_\_\_\_\_ YES \_\_\_\_\_ NO

Travel accident insurance: \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
Signature Advisor/Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_ Granted

\_\_\_\_\_ Not Granted

\_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_  
Date

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

**Page 1 of 2**

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 exempt the Aurora Public School District, its employees and authorized volunteers from all claims arising from the student's participation in the field trip unless caused by actions for which the school district would otherwise be liable under Colorado law.

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

**Page 2 of 2**

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 Telephone \_\_\_\_\_

Cell \_\_\_\_\_

*Please return this to your child's school*



**WALKING FIELD TRIP PERMISSION FORM**

**Page 1 of 1**

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 and animals 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 hereby give permission for my child to participate in supervised neighborhood walks during the \_\_\_\_\_ school year.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

-----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) \_\_\_\_\_