



## IJOA-R - FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL

The following procedures shall apply with respect to field trips and other activities away from school:

### PROCEDURES APPLICABLE TO FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL THAT DO NOT INVOLVE AN OVERNIGHT STAY

Note: Activities away from school scheduled through the Colorado High School Activities Association (“CHSAA”) that do not involve an overnight stay shall be deemed to be approved by the District’s school principals, and the permission forms authorizing students to participate in activities sanctioned by CHSAA shall serve in lieu of the permission form specified in this section. Therefore, the procedures in this section shall not apply to activities away from school scheduled through CHSAA that do not involve an overnight stay.

1. Staff members who wish to propose a field trip/activity that does not involve an overnight stay shall do so by completing the appropriate District request form and submitting it to the school principal far enough in advance to allow the administration to give it sufficient consideration in accordance with the requirements of this section.
2. The school principal shall evaluate the completed request form and, if the principal deems it necessary or advisable, consult with the risk manager regarding the proposed field trip/activity. The principal shall then approve the field trip/activity as proposed, approve the field trip/activity with required changes, or deny the field trip/activity in writing on the District request form. If the field trip/activity is approved, the principal shall specify on the form: (a) the District employee who will serve as the field trip/activity sponsor; (b) the number and qualifications of adult chaperones required for student supervision; and (c) the mode(s) of transportation to be used.
3. If the field trip/activity is approved, and before it occurs, the sponsor must obtain a District permission form signed by the parent or guardian of each student who will participate. The sponsor shall review all permission forms before the field trip/activity to ensure they are complete and signed. The sponsor shall take the originals on the field trip/activity and leave copies with the school principal or designee. Except as otherwise provided in paragraph 4 of this section, the original signed permission forms shall be maintained at the school for no less than three (3) years after the field trip/activity.

4. If any student is injured during the field trip/activity (including transportation to or from the field trip/activity), the sponsor shall forward the original signed permission form for that student and a completed District student accident report to the risk manager.

#### PROCEDURES APPLICABLE TO FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL THAT INVOLVE AN OVERNIGHT STAY

Note: Activities away from school scheduled through CHSAA that involve an overnight stay are subject to the procedures in this section.

1. Staff members who wish to propose a field trip/activity that involves an overnight stay shall do so by completing the appropriate District request form and submitting it to the school principal far enough in advance to allow the administration to give it sufficient consideration in accordance with the requirements of this section. The request form shall be submitted together with a proposed safety and emergency response plan and a detailed proposed itinerary that includes all destinations, mode(s) of transportation to be used, lodging information, and planned or anticipated activities.
2. The school principal shall evaluate the completed request form, safety and emergency response plan and detailed itinerary, and either forward them to the risk manager or deny the proposed field trip/activity in writing on the request form.
3. If the school principal forwards the completed request form, safety and emergency response plan and detailed itinerary to the risk manager, the risk manager shall review them and consult with the principal as necessary to properly evaluate the itinerary and any health, safety and/or liability concerns regarding the proposed field trip/activity. Changes agreed upon between the risk manager and principal shall be made before the request form, safety and emergency response plan and detailed itinerary are forwarded to the assistant superintendent of elementary or secondary schools, as applicable.
4. After consulting with the school principal and making changes to the field trip/activity proposal (if any), the risk manager shall forward the request form, safety and emergency response plan and detailed itinerary to the assistant superintendent of elementary or secondary schools, as applicable, together with the risk manager's recommendations regarding: (a) whether the field trip/activity should be approved; and, if so, (b) requirements for addressing any remaining itinerary, health, safety and/or liability concerns regarding the proposed field trip/activity.
5. The assistant superintendent of elementary or secondary schools, as applicable, shall review the completed request form, safety and emergency response plan and detailed itinerary together with the risk manager's recommendations, and

shall then approve the field trip/activity as proposed, approve the field trip/activity with required changes, or deny the field trip/activity in writing on the District request form. If the field trip/activity is approved, the assistant superintendent shall specify on the form: (a) the District employee who shall serve as the sponsor; (b) the District employee who shall serve as the safety coordinator; (c) the content of the safety and emergency response plan; (d) the number and qualifications of adult chaperones required for student supervision; and (e) the mode(s) of transportation to be used.

6. The assistant superintendent shall notify the risk manager and the school principal of the action taken on the proposed field trip/activity, and shall forward the documentation specified in paragraph 5 of this section to the risk manager. If the proposed field trip/activity is approved, the risk manager shall notify the school nurse and provide the nurse with copies of any documents required to properly advise District staff on health and safety issues regarding the field trip/activity.
7. If the field trip/activity is approved, and before it occurs, the designated safety coordinator shall complete all required trainings.
8. If the field trip/activity is approved, and before it occurs, the risk manager shall send a field trip packet to the sponsor approximately forty-five (45) days prior to the departure date, if possible. The packet shall include the following forms, which must be completed and signed by the parent or guardian of each student who will participate: (a) Overnight Field Trip Release, Indemnity, and Assumption of Risk form (for in-state overnight field trip/activity) or Overnight Field Trip Release, Indemnity, Assumption of Risk, and Power of Attorney form (for out-of-state overnight field trip/activity); and (b) Emergency Contact and Health Information form. The sponsor shall review all forms before the field trip/activity to ensure they are complete and signed. The sponsor shall take the originals on the field trip/activity and leave copies with the school principal or designee. Except as otherwise provided in paragraph 9 of this section, the original signed forms shall be maintained at the school for no less than three (3) years after the field trip/activity.
9. If any student is injured during the field trip/activity (including transportation to or from the field trip/activity), the sponsor shall forward the original signed permission form for that student and a completed District student accident report to the risk manager.

Approved by Superintendent: May 22, 1995  
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