

FIELD TRIPS AND EXCURSIONS

The Evangeline Parish School Board recognizes that educational field trips and excursions for instructional purposes help provide desirable learning experiences. The Superintendent has the responsibility for the development of administrative criteria governing field trips and excursions. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in competition or a contest that requires use of school time.

Only those pupils in good standing, in regular membership in a given school, shall be permitted to go on school-sponsored trips. The parents of any student ineligible to participate in any field trip shall be notified at least one (1) day prior to the scheduled trip. The notification shall include the reasons the child is ineligible for the trip.

Teachers planning on conducting school-sponsored field trips or learning experiences shall submit, through the principal, an application in writing to the principal for approval at least two (2) weeks prior to the scheduled trip. The destination, estimated departure time and estimated arrival at school on the return trip shall be included in the application submitted. Cancellations shall be made no later than five (5) days in advance of the scheduled field trip. Before any trip or excursion is taken, written parental permission shall be secured for every pupil planning to take the trip. Students who have not submitted signed parental permission forms shall not be allowed to make the trip.

Before approval of any field trip is given, it shall be determined whether the trip is covered by the Board's liability insurance. No travel shall be authorized where coverage cannot be secured prior to the trip commencing. Except in extreme cases approved by the principal of the school, private vehicles shall not be used for transporting children on field trips. Only buses, owned by or contracted to the school district, and driven by certified drivers shall be permitted, except as noted above. The principal or Supervisor of Transportation shall assign times for any approved field trip.

A list of students participating in the field trip shall be prepared and maintained at the school site. It shall include participating students' addresses, home telephone numbers, and emergency telephone numbers. A copy of the list shall also be carried on the bus in case of an emergency.

The School Board does not endorse the use of private vehicles to transport students to and/or from interscholastic activities. However, it recognizes the need for additional transportation at certain times; and the use of private vehicles may be utilized for the transportation of students to interscholastic activities provided that (1) students being thus transported provide the school with liability release forms signed by the students' parents/guardians; (2) all such vehicles are driven by properly licensed adults; and (3) the name of the driver, a copy of the driver's license, and proof of insurance coverage are provided the principal prior to the use of the private vehicle.

STUDENT EXCURSIONS

Whenever any student trip or excursion utilizes the services of a travel agent or booking agent to provide or arrange for transportation or lodging, the School Board shall require the travel agent or

booking agent to provide proof of adequate insurance and present to the Board a surety bond sufficient to insure recovery of all monetary advances as a result of nonperformance.

The amount of the bond shall be at least equal to any payments made to the travel agent agency or booking agent prior to the date of travel. In addition, any bond issued shall be from a surety company licensed to do business in Louisiana and approved by the Board. A certified check from the travel agency covering the full amount of advanced payment may be accepted by the Board, but only when a bond is not available.

Additional regulations governing field trips or excursions for students that involve travel or lodging may be maintained by the Superintendent and staff.

The principal of a junior high, middle school, or high school shall be prohibited from approving any field trip or extracurricular activity promoted by any individual, organization, or entity which plans, promotes, or organizes travel arrangements, unless the trip or activity is in accordance with all Board and staff established criteria, and is covered by proper insurance and an acceptable surety bond.

BOARD-FINANCED STUDENT TRIPS

The Evangeline Parish School Board shall provide matching funds for students involved in academic competition at the national level. The Board shall provide up to \$500 in matching funds per school event, provided the appropriate documentation of revenue and expense(s) is given to the accounting department for participating teams (three or more members.) Such requests shall be submitted in writing to the Superintendent. The Superintendent shall refer such requests to the Budget Committee of the Evangeline Parish School Board for approval.

In order to encourage participation in scholastic competition, the Evangeline Parish School Board shall authorize payment of \$200 per individual attending a national convention, and shall allow an elected state officer an expense of \$200 per national convention.

Ref: La. Rev. Stat. Ann. §§17:81, 17:176.1; Board minutes, 4-3-80, 3-6-85, 6-1-88, 8-19-91, 9-2-92, 8-16-95, 1-7-98, 12-6-00, 4-4-07.

**EVANGELINE PARISH SCHOOLS
REQUEST FOR OFF-CAMPUS ACTIVITY**

Date of Request: _____

School: _____

Instructor: _____

Grade: _____ Subject: _____

Total Students: _____ Adults: _____

Number/Mode of Transportation	
_____	School Bus
_____	Charter Bus
_____	Private Auto
Driver(s):	

Student/Adult Ratio	
K-3 & Spec Ed	10 to 1
4 - 8	15 to 1
9 - 12	20 to 1

Date of Trip: _____

Depart Time: _____

Return Date: _____

Return Time: _____

Special Needs: _____

Destination (Be Specific): _____

Purpose of Trip: _____

What class activities have you conducted/implemented prior to the field trip for the trip: _____

What follow-up class activities have you planned to reinforce learning upon your return from the fieldtrip? _____

Billing Information: _____ Mile @ _____ = _____ = Total cost of transportation

Registration/Entrance Fees: _____ Students @ _____ = _____

_____ Adults @ _____ = _____

Other Costs: _____

****** Attach a copy of the Invitation and/or Agenda. ******

Principal's Approval: _____ Date: _____

Notes:

1. Follows EPSB Policy file GG (Revised 08/17/2005)
2. Maintenance of appropriate documentation Revised 08/17/2005

**EVANGELINE PARISH
PARENT PERMISSSION FORM FOR OFF-CAMPUS PARTICIPATION**

Dear Parent/Guardian:

Your son/daughter is eligible to participate in a school sponsored activity away from the school building. This activity will take place under the guidance and supervision of employees from the school. A brief description of the activity follows:

Name of Event: _____

Destination: _____

Designated Supervisor of Activity: _____

Date of Departure: _____

Date of Return: _____

Time of Departure: _____

Time of Return: _____

Mode of Transportation: _____

Student Cost: _____

If you would like your child to participate in this event, please complete, sign, and return this statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal liability which may result from any personal actions taken by the named student.

STATEMENT OF CONSENT

I hereby consent to participation by my child, _____,
to go to _____ on _____. I understand that this event will take place
away from the school grounds and that my child will be under the supervision of a designated school
employee on the stated dates. I further consent to the conditions stated above on participation I this event,
including the mode of transportation.

Please return this consent form by: _____
Date Signed

Parent/Guardian Name-Please Print

Parent/Guardian Signature

Telephone Number

Emergency Telephone Number

**EVANGELINE PARISH
OFF- CAMPUS ACTIVITY**

DATE: _____

My child, _____, has permission to ride to/back from the field trip to
_____ with _____.

I understand that the school will not be responsible for my child under these circumstances.

Signature of Parent/Guardian

Date