



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Field Trip Policy
Policy Number:	IJOA-TCA
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Category:	Instruction
Author:	Director of Academic Services
Approval:	Director of Academic Services

INTRODUCTION

The first-hand learning experiences provided by field trips are an effective and worthwhile means of learning. Field trips are an important part of the instructional program of The Classical Academy (TCA).

The Director of Academic Services (DAS) shall not allow any field trip without making adequate prior arrangements for academic, communications, financial and safety concerns. Specifically, the DAS shall not:

1. allow any field trip which fails to provide clear educational value for students or which fails to be an important support for TCA's instructional objectives;
2. allow any field trip without adequate advance communication with the school's principal, the students and adults going on the trip, and the parents of all students going on the trip, in accordance with TCA's field trip procedures IJOA-R-TCA and other administrative procedures;
3. allow any field trip without adequate financial planning and arrangements, including written estimates of the cost of the trip to the school, the student, and the parent; and
4. allow any field trip without adequate safety arrangements, including transportation, chaperones, and planning to meet student health needs. This policy also applies to any overnight or out-of-state athletic and activity trips. Trips in connection with athletic teams that are required to travel as a result of Colorado High School Athletics Association-sanctioned regular season or post-season contests are exempted from this policy, except that appropriate communication and supervision must occur. All out-of-state trips, out-of-country trips, and overnight trips must be approved by the president. The TCA school nurse is responsible for student's health care only during the normal school day.

A field trip is considered school-sponsored when it meets curricular objectives and when the request has the appropriate approval from the principal and, if appropriate, the Director of Academic Services. When the field trip is TCA-sponsored, all fund raising activities will be performed, and all funds will be accounted for in accordance with TCA policy JJF-TCA.

This policy replaces ASD20 policy IJOA.

Legal Refs:

C.R.S. 13-22-107 (parental liability waivers)

C.R.S. 40-10-116 (1)(b) (transportation of children to and from school-related or **school-sanctioned activities**)

Cross References:

IJOA-R -TCA Field Trip Procedures

IJOA-1-TCA Field Trip Form

EEBA-TCA Activity Bus

EEBB-TCA Volunteer Drivers of Small Vehicles

EEBB-1-TCA Volunteer Drivers of Small Vehicles Form

JJF-TCA School Activity Funds Management

JQ-TCA Student Fees, Fines and Changes

Policy Revision History

Date	Revision Details	Revised By
8/4/2015	Created new policy.	DAS