

**Board of Education**

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## CAPITAN MUNICIPAL SCHOOLS BOARD OF EDUCATION

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### *AGENDA ITEM EXECUTIVE SUMMARY*

1. Board Meeting Date: April 9, 2026
2. Item Title: V.B.5 CMS Board Policy I-6500/IJOA Field Trips - First Reading
3. Name of Presenter: V. Lee
4. This item is for: \_\_\_ Action \_\_\_ Consent Agenda XX Discussion \_\_\_ Report/  
Information
5. Proposed Motion (Action Items Only): N/A, as presented.
6. Executive Summary: Please see attached.

**I-6500 IJOA**  
**FIELD TRIPS**

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day.

The following criteria will be used when planning field trips:

- All trips and the arrangements for them must have prior approval of the building principal
- All trips must be within budgetary allotments for such purposes.
- Each field trip will be adequately supervised so that good discipline may be maintained.
- Each child who goes on a field trip must have parental permission.

Students are to follow school rules and bus rules.

The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return and a detailed itinerary when a field trip will extend beyond the school day.

Parents are not permitted to separately drive student(s) to a field trip. A parent may drive himself/herself to a field trip to volunteer. In rare cases a parent may be asked to chaperone with principal approval. In that instance, the parent would ride the bus with the students.

With prior written permission and administrative approval, a parent/guardian may pick up his/her student at the conclusion of a field trip and provide separate return transportation.

Any overnight field trips shall have prior written approval of the Superintendent. Any out-of-state travel must also have Board approval.

*Adopted:* date of manual adoption