

Board of Education

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J. Vance Lee Superintendent
Capitan Municipal Schools
519 Smokey Bear Blvd.
Capitan, NM 88316
575-354-8500
www.capitantigers.org

CAPITAN MUNICIPAL SCHOOLS BOARD OF EDUCATION

AGENDA ITEM EXECUTIVE SUMMARY

1. Board Meeting Date: April 20, 2026
2. Item Title: V.A.1 CMS Board Policy I-6500/IJOA Field Trips – Second Reading
3. Name of Presenter: V. Lee
4. This item is for: XX Action ___ Consent Agenda ___ Discussion ___ Report/Information
5. Proposed Motion (Action Items Only): I move that we approve CMS Board Policy I-6500/IJOA revisions, 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