

3530 POLICY FOR FIELD SCHOOL TRIPS AND CLASS EXCURSIONS

The Board of Education believes that ~~field trips and class~~ school trips away from school can be meaningful learning experiences for children when properly planned and integrated into students daily class work. School trips may help meet educational goals and objectives by connecting learning with experiences outside of the classroom environment.

Such trips should be beneficial learning experiences for children and they should also promote good school community relations.

All eligible students will be given an opportunity to participate in school trips. No student will be denied participation because of economic hardship or because the student has a disability.

~~Field trips or class trips should be taken only after careful planning by the teacher and principal. No plans for these trips should be made without approval of the individual school principal. The principal shall determine that the field trip is an extension of student's class work and that it has been integrated with daily work.~~

A. AUTHORIZATION OF SCHOOL TRIPS

A school trip occurs when a student or group of students leaves a school campus under the sponsorship of the school and under the supervision of school employees to extend the educational experiences of that student or group. This includes such trips taken by extracurricular groups but does not include trips by athletic teams to participate in athletic events or competitions that are part of the team's regular season or playoffs. The principal must approve all school trips in advance. School trips that involve travel out of state and/or an overnight stay must also receive prior approval from the superintendent or designee. The superintendent shall develop procedures for the request and approval of school trips.

B. PARENTAL NOTICE AND CONSENT

All students who participate in a school trip must provide signed parental consent forms to participate, unless a student is officially emancipated, in which case the student can consent on his or her own behalf. A student who fails to provide a signed consent form may be denied participation in the trip. No student's grade may be lowered or raised based on parental consent to participate in the school trip. The principal shall develop procedures to ensure parents are given proper notice of trip details and that parents provide signed authorization and consent regarding their child's participation and care during the trip.

C. COSTS

Students must not be charged a fee for any trip that is an extension of the curriculum. The board may impose fees for other school trips.

D. STUDENT SAFETY AND DISCIPLINE

Policy 6310, School Safety, applies to all students, school employees, and volunteers while they are taking part in school trips. Students are also subject to the student behavior policies in the Code of Student Conduct (policy 4210), and all school rules while participating in a school trip. The superintendent shall develop any additional regulations necessary to ensure student safety, provide adequate supervision, and clarify student behavior standards.

E. TRANSPORTATION AND OTHER ACCOMMODATIONS

Policy 6400, School Bus Transportation, and policy 6410, Transportation for Instructional Field Trips and Extracurricular Activities, applies to the use of vehicles for all school trips.

Any contracts with outside companies to provide transportation, lodging, or other accommodations related to a school trip must be approved in accordance with policy.

The superintendent shall develop any necessary additional regulations governing transportation on school trips.

F. CHAPERONES AND VOLUNTEERS

All chaperones and volunteers accompanying students on school trips must meet the standards established by policy 2110, Use of Volunteers. The superintendent shall develop any necessary additional regulations governing chaperones and volunteers on school trips.

G. NON-SCHOOL SPONSORED TRIPS

A non-school sponsored trip is a trip or tour organized and sponsored by (1) an individual teacher or group of teachers acting as private citizens and not as school employees, (2) a travel agency, or (3) any other individual or association not employed by, sponsored by, or under contract with the board. The board and the school system assume no responsibility or liability for non-school sponsored trips.

All promotional materials for non-school sponsored trips must prominently state that the trip is not sponsored or endorsed by the school or school system. Moreover, any employee who sponsors or recruits students for a non-school sponsored trip shall notify the students and their parents or guardians that the trip is not sponsored or endorsed by the school or school system and shall obtain a signed acknowledgement from each parent

that the trip is not school-sponsored.

School employees shall not engage in any planning or administrative tasks associated with a non-school sponsored trip during the employee workday. School employees who want to use school facilities to hold a meeting concerning a non-school sponsored trip must follow the process set forth in policy 2420, Use of School Buildings for Community Purposes, and any corresponding regulations. School employees must use eligible leave for any time missed from work during a non-school sponsored trip.

School employees are prohibited from participating in non-school sponsored trips that conflict with instructional school days or are scheduled fewer than 10 school days prior to final exams or other state-mandated assessments.

Students will not be required to participate in any non-school sponsored trip. Students are discouraged from participating in non-school sponsored trips that conflict with instructional school days or are scheduled fewer than 10 school days prior to final exams or other state-mandated assessments.

LEGAL REF: G.S. 115C-36, -47(6), -288, -307, State Board of Education Policy TCS-H-009

CROSS REF: Use of Volunteers (Policy 2110), Use of School Buildings for Community Purposes (Policy 2420), Code of Student Conduct (Policy 4210), School Safety (Policy 6310), School Bus Transportation (Policy 6400), Transportation for Instructional Field Trips and Extracurricular Activities (Policy 6410)

ADOPTED: August 2, 2004

AMENDED:

EDENTON-CHOWAN BOARD OF EDUCATION