

School trips designed to stimulate student interest and inquiry may be appropriate classroom extensions and may enhance learning in the classroom. School trips may help meet educational goals and objectives by connecting learning with experiences outside the classroom environment.

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. The principal must approve all school trips in advance. School trips that involve an overnight stay must also receive prior approval from the board. All one (1) day school trips must be approved by central office personnel prior to the requested trip date. Requests for overnight school trips must be submitted to central office personnel two (2) weeks in advance of the monthly board meeting prior to the trip. Parental permission is required for all school trips. To be approved, a school trip must (1) provide an effective method for accomplishing curriculum objectives; (2) be consistent with the educational goals of the board; and (3) keep to a minimum any disruptions of other educational programs and/or loss of instructional time. The superintendent shall develop additional procedures for the request and approval of school trips.

B. COSTS

Students must not be charged a fee for any required school trip for which credit is granted or which is necessary for participation in interscholastic sports. The board may impose fees for other non-required school trips. Any fees imposed for school trips may be waived or reduced for students who demonstrate real economic hardship. The superintendent shall establish procedures to review requests for fee waivers or reductions and to notify students and parents of the availability of and the process for requesting a waiver or reduction of fees.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. school-initiated and scheduled activities;
3. athletic events that require early dismissal from school; or in-school suspension.

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Field Trips – Grades K-5

Grades K-5 may make no more than the following field trips each school year:

- One out of county trip that is grade appropriate and instructionally relevant.
- One in county field trip of no more than six hours or the hours may be divided into more than one shorter trip. If shorter trips are taken the total of all the trips may not exceed six hours. The hours planned for each trip must be listed on the field trip request form that is submitted to the county office for approval.
- Teachers may exchange the allotted out of county trips for an additional in county trip, but may not exchange the allotted in county trip for an additional out of county trip.
- Beginning with the 2011-2012 school year elementary students may not participate in overnight field trips.
- Field trips should be well planned and objectives listed. Special attention should be paid to the grade level, distance of trip, educational soundness, availability of gas and vehicles, the cost factor, and the state of the economy.
- All trips should come as an outgrowth of a unit of study and follow-up activities should result.
- Movies are not recommended as an educational field trip.
- Duplication of field trips across grade levels is not allowed.
- Shopping sprees on field trips are not allowed.
- All students must have signed permission slips to participate in all field trips (including walking trips).
- Any questions or problems concerning field trips that do not meet policy guidelines should be submitted to the executive director of human resources/auxiliary services for a decision.
- All field trips will be evaluated according to policy by the principal and the superintendent's designee for approval or disapproval.

NOTE: All trips shall be described on the form entitled Field Trip Request. These forms are available in the principal's office and must be signed by the principal and the assistant superintendent of operations.

Field Trips – Grades 6-8

- Trips should be well planned and objectives listed. Special attention should be paid to the grade level, distance of trip, educational soundness, availability of gas and vehicles, the cost factor, and state of the economy.
- All trips should develop as an outgrowth of a unit of study and follow-up activities should result.
- Movies are not recommended as an educational field trip.
- Duplication of field trips across grade levels is not allowed.
- In-county field trips across grade levels are not allowed.
- In-county field trips are encouraged as opposed to out-of-county trips as long as the trip meets the requirements of guidelines.
- Shopping sprees on field trips are not allowed.
- All field trips will be evaluated according to policy by the principal and the executive director of human resources/auxiliary services for approval or disapproval.
- All students must have signed permission slips to participate in all field trips (including walking trips).

NOTE: All trips shall be described on the form entitled Field Trip Request. These forms are available in the principal's office and must be signed by the principal and the assistant superintendent of operations.

Field Trips – Grades 9-12

- Trips should be well planned and objectives listed. Special attention should be paid to the grade level, distance of trip, educational soundness, availability of gas and vehicles, the cost factor, and the state of the economy.
- All trips should come as an outgrowth of a unit of study and follow-up activities should result.
- Movies are not recommended as an educational field trip.

- Shopping sprees on field trips are not allowed.
- All students must have signed permission slips to participate in all field trips (including walking trips).
- Any questions or problems concerning field trips that do not meet policy guidelines should be submitted to the board of education and/or superintendent for a decision.
- If no local funds are available, the classroom teacher will assume the responsibility for obtaining the money for gas through parent donations.
- When possible, field trips should be planned for teacher workdays and/or weekends.
- No student drivers in private cars will be allowed for field trips.
- Adult chaperones should be provided for every seventeen students for out-of-county trips.
- An overnight trip must have the approval of the executive director of human resources/auxiliary services and local board of education.
- All field trips will be evaluated according to policy by the principal and the executive director of human resources/auxiliary services for approval or disapproval.

D. STUDENT SAFETY AND DISCIPLINE

Policy 1510/4200/7270, Student Safety, and the student behavior policies in the 4300 series will apply to all students, school employees and volunteers while they are taking part in school trips.

E. TRANSPORTATION

Policy 6320 Use of Student Transportation Services will apply to the use of vehicles for all school trips.

F. CHAPERONES AND VOLUNTEERS

All chaperones and volunteers accompanying students on schools trips must meet the standards established by policy 5015, School Volunteers.

Legal References: G.S. 115C-47, -288, -307

Cross References: Student Safety (policy 1510/4200/7270), Goals and Objectives of the Educational Program (policy 3000), Student Behavior Policies (policies in the 4300 series), Student Fees (policy 4600), School Volunteers (policy 5015), Use of Student Transportation Services (policy 6320)

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