

Student Trips and Activities

Board Policy: SA-5
Adopted: July 06, 1992
Revised: February 09, 2009

I. General Philosophy Statement

It is the philosophy of the Board that school time must be preserved and managed carefully in order to achieve maximum benefit for instructional purposes. The Board recognizes that well-planned educational activities away from school extend learning and provide meaningful experiences for students. In instances where student trips or activities require the personal expenditure of money, reasonable efforts shall be made to assist students who do not have adequate financial means. This policy governs all school sponsored educational trips and activities occurring at any time. A school sponsored event is an activity that is part of the regular educational and extra-curricular programs.

II. Regulations

- A. The principal shall have the authority to approve single day within the state trips and school sponsored activities occurring off campus. A record of all trips shall be maintained in the school's office.
- B. Request(s) for trip approval shall be submitted to the principal according to his/her guidelines. All plans/requests shall include but are not limited to the following items of information:
 - 1. The purpose and instructional rationale for the trip or activity, how it relates to the curriculum, lead-up activities and follow-up and evaluation activities
 - 2. The specific students to be involved
 - 3. The approximate date or dates
 - 4. The length of the trip or activity
 - 5. All activities of the trip with an estimated time schedule and route
 - 6. Provisions must be made for 24-hour supervision of students for the duration of the trip
 - 7. Special medical concerns of participants
- C. In order to participate, any student missing class time must receive prior teacher approval for any time missed.
- D. All out of state and overnight trips require approval by the Superintendent or designee. These trips will be considered on a case-by-case basis. Approval will be based on but not limited to the destination (high/low profile), and the "terror alert" status (green, blue, yellow, *orange*, *red*) at the time. A trip may be cancelled or postponed if the terror alert status is either orange or red. Contracts with travel or booking agencies should contain a cancellation/reschedule clause if administrators determine that an approved trip must be cancelled/rescheduled.
- E. The Board of Education will not approve any trips outside the continental United States.
- F. Trips taken on school time must be directly related to the planned instructional program.
- G. Only one senior trip for each high school is exempt from provision F above.
- H. Non-school trips and activities during the instructional day involving students from multiple schools must be approved by the superintendent or designee. (See Policy C-3 - Protection of School Instructional Time).

III. Planning and Implementation

In order to assure effective implementation of school trips and activities, the ensuing steps shall be followed and documented on the appropriate forms:

- A. Development of trip or activity plan (see Section II.B., Regulations, of this policy);
- B. Approval of principal;
- C. Scheduling of transportation with the Transportation Supervisor (if needed);

- D. Approval of superintendent or board (if needed);
- E. Approval of teachers whose students are missing class;
- F. Scheduling of the event;
- G. Scheduling of transportation with a commercial motor-coach vendor, travel accommodations with travel agencies, and such contracts must be signed by the school principal; and
- H. Following all guidelines and procedures as established by the school system.

IV. General Provisions

- A. Participation in any activity conducted off school campuses requires signed parent or guardian permission prior to trips or activities.
- B. Students whose parents or guardians choose not to grant permission shall be provided constructive instructional experiences with proper supervision. A portion of the assignments shall be related to the theme or purpose of the field trip.
- C. Transportation shall be approved in accordance with the guidelines set forth in this policy and Board Policies A-22, Regular Buses and A-23, Activity Buses.
- D. The use of privately owned vehicles for transporting students on field trips is strongly discouraged. However, when privately owned vehicles are approved, parents of the students are to be notified. The owner of the vehicle(s) and the parent must acknowledge in writing that they have received notice that the Board's liability insurance does not cover the use of private vehicles to transport students for these school activities.
- E. Provision will be made for dispensing routine and emergency medications on field trips per Haywood County medication policy. Emergency medications, i.e., Epi pens and inhalers will be taken on field trips and returned to dispensing location upon return to school. Designated staff member will record on student's medication log that medicine: 1) was taken on field trip; 2) was administered to student (date, time, signature); and 3) was returned to dispensing location. (See Policy SA-12.)
- F. The Haywood County Schools Code of Conduct Policy and school rules shall apply to the behavior of all students while they are taking part in school field trips and activities. Misbehavior during a trip may result in the loss of future field trip privileges.
- G. All chaperones and volunteers accompanying students on school trips must meet the standards established by policy CR-5, School Volunteers.