

Policy Code: 3320 School Trips

School trips during the regular school day designed to stimulate student interest and inquiry are appropriate and valuable extensions of the classroom. Whenever possible, all students should have the opportunity to participate in school trips that help meet educational goals and objectives by connecting learning with experiences outside the classroom environment. The principal is responsible for deciding when a student should be excluded from a field trip. All school trips will be planned in advance, have adequate chaperones, and be planned so as to protect the health and safety of all participants.

A. AUTHORIZATION OF SCHOOL TRIPS

The superintendent will be responsible for developing procedures for the request and approval of desired school trips.

Principals must approve school trips on instructional days, except as stated in the following paragraph. Principals are expected to give careful consideration prior to approving any field trips. Reasonable precautions should be taken to ensure that students are not placed in situations that would jeopardize their safety. To be approved, a school trip during the regular school day must (1) provide an effective method for accomplishing curriculum objectives; (2) be consistent with the educational goals of the school and the Board; and (3) keep to a minimum any disruptions to other educational programs and/or loss of instructional time.

All overnight, out-of-state and international trips must be approved by the principal then forwarded to the Assistant Superintendent for Instructional Services in advance of any commitments being made by the organizers. The Assistant Superintendent will heed any travel advisories or restrictions that have been issued by the State Department or other governmental agencies. The district reserves the right to cancel a field trip, without assuming any financial liability, if conditions change such that student travel is considered unsafe.

B. COSTS

Students will not be charged a fee for any required school trip. The Board or principal may impose fees for other non-required school trips. Any fees imposed for school trips will be waived or reduced for students who demonstrate economic hardship. The superintendent will be responsible for establishing 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 fee waiver or reduction. Parents or guardians also must assume full financial liability in the event that a trip must be cancelled and all advanced payments cannot be recovered. The superintendent or designee will report to the Board annually on all field trips for which there is a fee charged to students.

C. STUDENT SAFETY AND DISCIPLINE

All students participating in field trips must submit the written Parent/Guardian Informed Consent for Field Trip form providing parental or guardian permission to travel. Blanket field trip permission slips will not apply to overnight, out-of-state or international travel. Parents and guardians will be provided descriptions of trips along with available information related to potential hazards. Alternative arrangements will be made for students who do not elect to participate in a required field trip.

Board policies in the 4300 series concerning student behavior, and Board Policy 1510/4200/7270 School Safety, concerning student safety and supervision of students, will apply to all students and teachers while they are taking part in school trips. Written student behavior

and chaperone expectations will be provided to parents prior to overnight, out-of-state, and international travel.

D. TRANSPORTATION AND OTHER ACCOMMODATIONS

In addition, Board Policy 6320 (Use of Student Transportation Services) will apply to the use of vehicles for all school trips. Policy 6315, Drivers, applies to all drivers of school buses and activity buses but does not apply to drivers of charter buses who are not subject to school board authority, aside from any agreed upon provisions in the contract with the charter company.

Any contracts with outside companies to provide transportation, lodging, or other accommodations related to a school trip must be approved in accordance with policy 6340: Transportation Service/Vehicle Contracts, and policy 6420: Contracts with the Board.

E. STAFF AND CHAPERONES

At least one staff member will chaperone overnight, out-of-state, and international travel.

No staff member will be required or will be pressured into participating in a field trip if they believe that their safety will be jeopardized.

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

Levels of responsibility and authority will be clearly delineated for trips sponsored by outside organizations that contract with district teachers to serve as guides or chaperones.

F. NON-SCHOOL SPONSORED TRIPS

Staff members may be employed or contracted by outside companies to organize and/or chaperone trips that are not school-sponsored. However, the Board and the school system assume no responsibility for non-school sponsored trips. Staff members taking part in such trips must notify students and their parents or guardians that the trips are not sponsored or endorsed by the school system and that student safety is the sole responsibility of the outside company and its agents.

If the trip is during the school year, the staff member is not eligible for professional leave and must pay any applicable substitute deduction.

Use of leave for non-school-sponsored trips must be approved in advance. A staff member may receive compensation from an outside company only for a trip that is not school-sponsored on an eligible leave day and/or during the summer.

Regardless of time or place, staff members shall conduct themselves appropriately towards students and in a manner consistent with state law and Board Policy 7300 Staff Responsibilities and Ethics.

If a staff member wants to have a meeting on the school campus concerning a trip that is not school-sponsored, he/she must notify the principal and complete a Facility Use Form if appropriate. Board Policy 5120 disallows the distribution of materials through students that contain commercial advertising. Schools can designate a location accessible to parents and students where flyers or literature may be left by any person or organization.

Legal References: [G.S. 115C-47](#), [-288](#), [-307](#), State Board of Education Policy [TRAN-009](#)

Cross References: Goals and Objectives of the Educational Program (Policy 3000), Student Safety (Policy 1510/4200), Student Behavior Policies (policies in the 4300 series), School Volunteers (Policy 5015), Student Fees (Policy 4600), Use of Student Transportation Services (Policy 6320), Distribution and Display of Non-School Material (Policy 5210), Community Use of Facilities (Policy 5030), Staff Responsibilities and Ethics (Policy 7300), Drivers (Policy 6315), Transportation Service/Vehicle Contracts (Policy 6340)

Adopted:

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Chapel Hill-Carrboro Schools
