

## ADMINISTRATIVE GUIDELINES FOR FIELD TRIPS

The following provisions apply to all field trips:

The Scotland County Board of Education defines a field trip as “any trip off campus for school related purposes by one or more students under the supervision and control of school personnel.”

The purpose of field trips is to augment instructional activities. Field trips must be directly related to the North Carolina Standard Course of Study and must be reflected in the teacher’s lesson plan. When planning field trips, sponsors should refer to activities on the recommended grade-appropriate lists. Deviations from the list may be approved.

Approval:

- Local and in-state field trips require approval of the Principal, the Superintendent (designee), and the Director of Transportation.
- Overnight and out-of-state field trips require the approval of the Principal, the Superintendent (designee), the Director of Transportation and the Scotland County Board of Education.

The field trip must be submitted on a Field Trip Request form to the Principal for initial approval. Next, the Field Trip Request form must be submitted to Central Office staff thirty days prior to a Board Meeting proceeding a trip requiring Board of Education approval and ten working days prior to trip requiring the Superintendent’s (designee’s) and Transportation Director’s approval. Copies of the approved Field Trip Request form should be kept in the Principal’s office.

Parental consent for all field trips must be provided in writing by the student’s parent or guardian prior to the field trip. A copy of the form shall be maintained in the principal’s office and with the field trip sponsor while on the field trip.

The adult / student ratio should be at least one-to-ten and no more than one-to-six, unless special circumstances, e.g., medical conditions, disabilities, etc., require more supervision.

- It is recommended that only exempt employees under the Fair Labor Standards Act may supervise field trips that exceed the school day. These employees are not bound by the forty-hour work week. Principals, Assistant Principals, Teachers, Directors and any other certified professional staff are examples of exempt employees.
- **All non staff chaperones including parent volunteers must be approved through the school system’s Personnel Volunteer System.**

In most situations, travel for field trips should be limited to day trips within a 150-mile radius of Laurinburg. These trips require the approval of the Principal, the Superintendent (designee’s) and the Director of Transportation. Overnight trips, out-of-state trips and / or trips that exceed a 150 mile radius of Laurinburg may be the exception, not the rule (except for students participating in state or national competitions). The Principal, Superintendent (designee), Director of Transportation, and the Board of Education shall approve overnight and out-of-state field trips.

When privately-owned vehicles are to be used for transporting students, parents of the students are to notified and the owners of the vehicles and the parents 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 school activities.

In consideration of the exposure to risks and safety issues amusement parks, water parks, water slides, boating, and other similar activities are not recommended.

Provisions for instruction for students who do not participate in a field trip must be made and given to the principal. These provisions must describe the educational activities in which students will be involved.

Immediately following a field trip in which any irregularities / problems occurred, the teacher(s) must inform the principal. In such cases, the principal must immediately notify the associate superintendent of curriculum and instruction regarding the issues.

Transportation with **REGULAR SCHOOL BUSES, ACTIVITY BUSES AND CHARTER BUSES** must follow guidelines set forth by the Director of Transportation.