

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 or club standards and must be reflected in the teacher's lesson plan. When planning field trips, sponsors should refer to activities and include measurable objectives 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 and the Superintendent (designee).
- Overnight and out-of-state field trips require the approval of the Principal and the Superintendent (designee).
- International travel requires approval of the Principal and the Superintendent six (6) months prior to the field trip date. International travel also requires approval of The Scotland County Board of Education.

The field trip must be submitted on a Field Trip Request form to the Principal for initial approval. The principal will submit the Field Trip Request form to the Superintendent (designee) thirty days prior to the trip. International travel should be submitted six (6) months prior to the trip and requires Board of Education approval.

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-eight for grades Pre-K through 5th grade and one-to-ten for 6th grade through 12th grade.

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. Non-exempt employees should not be required to attend these field trips.

In most situations, travel for field trips should be limited to day trips within a 150-mile radius of Laurinburg.

In consideration of the exposure to risks and safety issues with amusement parks, water parks, water slides, boating, and other similar activities additional safety measures should be considered and instructionally aligned.

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

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 Chief Academic Officer regarding the issues.

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

A school nurse shall accompany all out of state field trips and overnight field trips at no cost to the nurse.

Any field trip in which students miss lunch, bag lunches must be provided for the students.