

Regulation Code: ~~5430~~ 3320 R&P School Trips

School trips designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development can be appropriate extensions of the classroom. To the extent that a school trip provides a highly effective means for accomplishing the objectives of the curriculum and that disruption of other classes is kept to a minimum, it may be considered for approval. Additional criteria for assessing the advisability of a proposed trip are the amount of school time lost, issues of student safety and supervision, and any additional demands placed upon student time to raise funds to finance the trip.

~~33205430~~.1.1 The Superintendent is charged with the development of procedures for the request and approval of desired school trips;

I. Prior to Requesting a School Trip

A. The teacher/sponsor must carefully review and be prepared to adhere to Policy ~~33205430~~ and all subsequent R&P. Following is a partial list of specific R&Ps that outline special requirements for some trips.

1. For elementary and middle school guidelines and restrictions, refer to R&P ~~33205430~~.7.
2. For overnight trips, refer to R&P ~~33205430~~.8.
3. For trips involving amusement parks, refer to R&P~~33205430~~.9.
4. For water related trips, refer to R&P ~~33205430~~.10.
5. For trips outside of the continental US, refer to R&P ~~33205430~~.11

B. The teacher/sponsor must be able to verify each of the following:

1. All aspects of the trip provide highly effective means for accomplishing the objective of the curriculum, and the amount of school time lost is justified by the educational opportunity provided by the trip.
2. Adequate supervision will be provided at all times for all students, and such supervision will take into account any unique circumstances or dangers posed by the trip.
3. Provisions have been made for group members unable to pay the assessment.
4. Transportation needs have been considered. If transportation is to be provided by volunteer drivers using private vehicles, refer to R&P ~~33205430~~.13.

II. To Request a School Trip

The teacher/sponsor of a proposed trip shall complete form 1713c, School Trip Request, and submit the completed form to the school trip committee for review and consideration for approval.

- o The School Trip Request form must have a detailed itinerary attached that includes the place or places to be visited, a daily schedule of all activities, and the

dates, times and places of departure and return. If the full details of the itinerary are not finalized when the request is made, the school trip committee may or may not give tentative approval. However, the detailed itinerary must be reviewed and approved by the school trip committee before final approval for the trip is granted. Once approved, the final detailed itinerary must be included with the Parental Consent and Emergency Information For School Trips form (form 1713a).

III. Once the School Trip Request is Approved

The teacher/sponsor may finalize plans for the trip and begin collecting monies, finalizing transportation plans, etc. Because school trips may be cancelled when necessary, the teacher/sponsor should always inquire up front about refund policies when contracting for service. See [33205430.15.1](#).

IV. Prior to Taking the School Trip

The teacher/sponsor must send home with each student a copy of form 1713a, Parental Consent and Emergency Information for School Trips.

1. The top section of the form must be completed by the teacher/sponsor and a copy of the final itinerary (approved by the school trip committee) must be attached to each form for the parents to review.
2. Each student must return the form to the teacher/sponsor prior to the trip. The returned form must have the signatures of the parent/guardian and the student (if the student is in grade 6-12.) The returned form must have all the requested emergency/information completed in full.

The teacher/sponsor must keep these completed forms in his/her possession during the school trip in case of an emergency.

A. Expectations for students and chaperones should be clearly stated. Background checks must be conducted on all level 3 & 4 volunteer chaperones as outlined in the Wake County Public School System Volunteer Screening Guidelines. Example of level 3 & 4 volunteer chaperones include but are not limited to those participating in the following activities:

1. all overnight school trips;
2. any school trip which would allow volunteer chaperones to have unsupervised time with students when school personnel are not present;
3. any school trip which would allow volunteer drivers to transport students other than their own children.

B. Parents must be notified of any significant change in plans.

V. During the School Trip

The teacher/sponsor must ensure the following:

Adequate supervision shall be provided at all times.

1. Students shall not be allowed to have "free time" without chaperones while on the trip.

2. Expectations for students and chaperones shall be re-emphasized.

A. The approved itinerary shall be adhered to.

B. Students shall remain subject to all school and district policies and rules of conduct and may be removed from the trip in accordance with R&P [33205430.12.1](#) when violation occurs.

[33205430.2.1](#) School Trips Defined

A school trip is defined as a student or a group of students leaving a school campus under the sponsorship of the school and under supervision of school employee(s) to extend educational experiences consistent with the general goals and objectives of the total school program. Any trip made by school students which has not been approved by the board or school administration in accordance with Policy [33205430](#) shall not be considered to be a school trip.

[33205430.3.1](#) Non-school Sponsored Trips

A non-school sponsored trip is defined as a trip organized by a school employee acting as an independent agent, without the sponsorship of the school or school system. If an employee of the school system acts as an independent agent and plans a non-school sponsored trip involving school students, the employee must:

- first notify the appropriate school official that generally oversees field trips of the employee's desire to organize a non-school sponsored trip before any organizational activities occur;
- if a tour company or other travel provider is utilized, only organize a trip through a company that has agreed in writing to indemnify and hold the school board harmless from any liability arising from the trip and to name the school board as an additional insured. The appropriate school official will provide a list of eligible companies.
- inform parents and students that the trip is not sponsored by the school system and that the school system and school officials assume no responsibility or liability for the trip; ~~The employee must~~
- have form 1713e, Non-School Sponsored Trip Notification Verification, completed and signed by the student and parent/guardian. The completed form of all students attending the trip must be submitted to the ~~employee's supervisor and the principal(s) of all students involved in the trip~~ school official that generally oversees field trips;
- not communicate with students and parents through official school email accounts, telephone numbers and other technology platforms assigned by the school. The employee must utilize only his or her personal contact information.
- organize a non-school sponsored trip in his or her personal time and not during official school hours;

- in addition to requirements contained in Policy 5210, place promotional materials only in the employee's classroom or other assigned area. Promotional materials may not be placed or disseminated elsewhere on school property. All promotional materials must contain an adequate disclosure approved by the school system to notify students and parents that the trip is not sponsored by the school system and that the employee may receive compensation from the tour company;
- not utilize the employee's classroom or other assigned area for meetings related to the trip;
- not pressure any student to attend a non-school sponsored trip or show favoritism to those who do;
- not accept compensation from any tour company beyond the regular cost of the trip for that employee and any accompanying chaperone(s);
- not have an ownership interest in a tour company that offers a trip to be taken while school is in session.

33205430.3.2

The employee shall use personal leave days for time missed from work during a non-school sponsored trip. The employee shall use personal leave days for time missed from work during a non-school sponsored trip.

33205430.3.3

The student(s) who may miss days from school while participating in a non-school sponsored trip are subject to requesting approval of the absences from the principal prior to the non-school sponsored trip using the "Request for Excused Absence for Educational Reasons" form.

33205430.4.1 Financing of School Trips

Students should not be charged a fee for any required class school trip for which credit is granted. All assessments for voluntary class or co-curricular school trips shall be closely scrutinized at the time the trip is approved. The sponsor of that trip must certify to the school principal that provisions have been made for group members unable to pay the assessment. Details of this arrangement are to be explained under Method of Financing on form 1713c, School Trip Request.

33205430.5.1 The School Trip Committee

The principal shall appoint a committee of faculty members representing curricular and co-curricular areas of the school to serve as the school trip committee. The principal or designated administrator shall chair this committee.

33205430.5.2

The school trip committee is responsible for reviewing all school trip requests and ensuring that:

- all school trips requested are an integral part of the curriculum;

- student safety and supervision needs have been addressed;
- loss of school time is kept to a minimum;
- provisions have been made for students unable to pay any assessments for the trip;
- a full detailed itinerary has been thoughtfully comprised by the teacher/sponsor, which clearly reflects the educational significance of the trip; and,
- in addition, the school trip committee must ensure the special conditions outlined in policy [33205430.7](#), [33205430.8](#), [33205430.9](#), [33205430.10](#) and [33205430.11](#) (and corresponding R&P) are addressed and included in the school trip requests as indicated.

[33205430.5.3](#)

The committee may approve or deny any requests based on the criteria listed in [33205430.5.2](#) and when applicable, any other unique circumstances which are relevant to specific requests. The school trip committee may grant tentative approval to some requests when it is not possible for the teacher/sponsor to complete all details of the itinerary until the permission to proceed has been granted. Such may be the case when a trip is planned out of the continental United States and final travel arrangements can not be made until the committee has granted tentative approval and the request has been forwarded to the area assistant superintendent for presentation to the board. In such cases, final arrangements for travel etc. should not be made until the board has granted approval. When tentative approval is granted, the school trip committee must review and approve the finalized itinerary before the trip is taken.

[33205430.5.4](#)

The committee may establish procedures whereby requests which are denied can be re-submitted with recommended changes if the trip is determined to be educationally sound but procedural details need to be refined.

[33205430.5.5](#)

The following school trips must be submitted to the area assistant superintendent after they have been reviewed and approved by the school trip committee:

- all elementary and middle school trips which deviate from policy [33205430.7/R&P 33205430.7.1](#);
- all water related trips;
- all amusement park related trips; and
- all school trips outside of the continental United States. (Trips outside of the continental United States must be submitted to the area assistant superintendent for presentation to the board for consideration, in accordance with R&P [33205430.11.1](#). Additional requirements for trips outside the continental United States are also found in [33205430.11.2](#).)

[33205430.6.1](#)

The committee shall complete and sign form 1713d, School Trip Annual Plan, and submit it to the appropriate area assistant superintendent with the school's annual work plan.

33205430.6.2

At the end of each school year, the school trip committee shall present to the appropriate area assistant superintendent a revised report of all school trip activity during that year. This final report will reflect any trips added or deleted since the School Trip Annual Plan was submitted. High schools on the block schedule may find it helpful to submit a revised report at the end of each semester.

33205430.7.1 Elementary and Middle School Trips

General guidelines for elementary and middle school trips include:

- A. School trips shall not involve an overnight stay.
- B. School trips shall not exceed one hundred twenty-five (125) miles one way.
- C. School trips out of the system shall not involve competitions or adjudications.

If planned school trips deviate from these guidelines, form 1713c, School Trip Request, and the itinerary must be submitted to the appropriate area assistant superintendent for additional review and consideration for approval. The area assistant superintendent will not review any requests that have not been approved by the school trip committee.

33205430.8.1 Overnight School Trips

General guidelines for overnight school trips include:

- A. School trips that include male and female students shall have male and female chaperones. All volunteer chaperones participating in overnight school trips must have a background check conducted prior to the trip. Certification that these guidelines have been met shall be indicated on form 1713c, School Trip Request.
- B. Student accident insurance shall be in force on each student. Typically the system secures a blanket policy annually that provides some student coverage for school trips within the continental United States. The Office of Risk Management will send information to principals on an annual basis to verify that such coverage is in effect.
- C. If the overnight trip might include any water related activities such as swimming in a hotel pool, guidelines stated in R&P [33205430.10.2](#) must be followed.

33205430.9.1 School Trips Involving Amusement Parks

Elementary school trips to amusement parks are prohibited. The following criteria are applicable to middle and high school trips to amusement parks.

- If the requested trip involves an amusement park in any way, the request must specify how all aspects of the trip provide a unique educational opportunity that directly relates to the curriculum or to a co-curricular activity. This should be clearly reflected in the daily itinerary.
- If the trip includes multiple locations, all components of the trip must meet these requirements and all components must be included in the itinerary.

(Example - An approved trip to historic Williamsburg may not include an unapproved stop at Busch Gardens. An approved trip for a competition held at Disney World may not include an unapproved visit to the beach.)

- Once the request is approved by the school trip committee, the request form and the itinerary must be submitted to the area assistant superintendent for additional review and consideration for approval.

33205430.10.1 School Trips Involving Water Related Activities

The following criteria are applicable to school trips involving water related activities such as wading in water to the ankles or knees, swimming, diving, boating, sailing, cruise ship travel, etc.

- If the requested trip involves water related activities, the request must specify how all aspects of the trip provide a unique educational opportunity that directly relates to the curriculum or co-curricular activity.
- A detailed plan to address supervision and safety needs of students must be submitted, in addition to the itinerary.
- Once the request is approved by the school trip committee, the request form, the itinerary and the detailed plan to address supervision and safety needs of students must be submitted to the area assistant superintendent for additional review and consideration for approval.

33205430.10.2

If students will be allowed to participate in any water related activity during a school trip, including swimming in a hotel pool, that activity must be stated on the itinerary and a plan to address supervision and safety needs of students must be developed.

33205430.10.3

Activities involving the use of small water crafts, such as canoes, kayaks, sail boats, jet skis, etc. are not allowed.

33205430.11.1 School Trips Outside of the Continental US

For school trips involving travel outside the continental United States, the request must be submitted to the area assistant superintendent for presentation to the board of education for review and approval. The board of education will not consider any requests that have not been first approved by the school trip committee.

33205430.11.2

The area assistant superintendent shall notify the Office of Risk Management of any approved school trips outside the continental United States.

33205430.12.1 Rules of Conduct During a School Trip

Students remain subject to all school and district policies and rules of conduct, including disciplinary consequences, during the school trip. A plan should be in place in the event a student(s) needs to be removed from the school trip due to violation of policy. If it becomes necessary to remove a student from a trip or from an activity during a trip, that student must be supervised by a teacher/chaperone at all times. If a student is sent

home, he/she must be accompanied by a teacher/chaperone until he/she is released to the physical custody of a parent or guardian.

33205430.13.1 Transportation for School Trips

The most appropriate method of transportation should be considered for all school trips. The board's liability insurance does not cover the use of privately-owned vehicles for transporting students.

A. The owner of the vehicle must complete form 1713b, Notice to Volunteer Drivers, acknowledging that the owner's liability coverage is applicable to any vehicular accident and certifying that the vehicle is covered by at least the North Carolina State required insurance coverage.

B. Parents must complete and sign form 1713a, Parental Consent and Emergency Information for School Trips, to acknowledge they have received notice that privately-owned vehicles will be used to transport students and that the board's liability insurance does not cover in the event of a vehicular accident. When privately-owned vehicles are used, parents should be notified who will be operating the vehicle in which their child is riding.

C. All volunteer drivers who are transporting students other than their own children must have a background check conducted prior to the trip.

33205430.14.1 Changes in School Trip Plans

The parent/guardian should be notified of any significant change in the itinerary or other aspects of the trip, prior to departure. All significant changes must be approved by the school trip committee before hand.

33205430.15.1 Cancellations of School Trips

Because school trips may be cancelled when necessary, the teacher/sponsor should always inquire up front about refund policies when contracting for services. Although reimbursements cannot be guaranteed, the teacher/sponsor should be prepared to share information with parents/guardians as to how requests for refunds can be made when applicable.

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