

Procedure for Requesting School Trip Approval

Procedure Number: 3320-P

Issued: 07/09, 09/09

PROCEDURE FOR REQUESTING SCHOOL TRIP APPROVAL

A. Definitions

1. School trips are activities outside the regular school setting which relate to goals and objectives in the *North Carolina Standard Course of Study*.
2. A non-sponsored trip/tour is defined as a group tour sponsored by an individual teacher or teachers, a travel agency, or any other individual or association, but not sponsored by a school or the Board of Education.

B. General Criteria

1. All proposed school trips for the entire school year are to be submitted by November 15 to the principal and held on record at the school. The **School Trip Approval Request Form (Form A)** may be completed at a later date. Outstanding opportunities not announced or available at the beginning of the year may be considered by special request.
2. The trip must be related to the curriculum and an extension of classroom activities and should provide a learning experience that could not be provided in the local school setting. It is the principal's responsibility to assure that each trip is related to specific educational objectives, is thoroughly planned, and that students are not unduly jeopardizing other academic responsibilities by participating in a school trip. Special attention should be given to the timing of a trip and the administration of North Carolina End-of-Grade and End-of-Course Tests.
3. The trip must be reasonable in terms of time, distance, cost, and may extend beyond the school day to ensure adequate visiting time on site.
4. A teacher, principal, or other school official will be responsible for conducting the trip and will plan with careful consideration for student safety and well-being. Parents will be provided a list of rules and regulations for students going on the trip.
5. **Background checks are required for all non-staff chaperones prior to being considered as a chaperone.**
6. Written parental consent is required on the **Informed Consent for School Trip Form (Form B)** for a school trip before the trip takes place.
7. An appropriate educational experience and proper supervision must be supplied for any student whose parent/guardian does not permit him to participate in a school trip.
8. Every effort shall be made to see that no student is denied the opportunity to participate in a school trip because of the inability to pay.
9. Trips must have Board approval prior to the start of fundraising activities.
9. A student may be excluded from a trip based on the recommendation of a teacher with the principal's approval. In grades 6-12, the names of proposed school trip participants will be circulated to all teachers giving them the opportunity to review the current academic standing of students.
10. The principal or designee will arrange transportation through the Transportation Department. The Department will provide transportation in the following order of priority:
 - a. Vehicles owned by the Orange County Schools
 - b. Privately chartered busesPrivately chartered vehicles should be used only when vehicles owned by Orange County Schools are unavailable. A listing of approved private charter companies is maintained by the Orange County Schools Transportation Department.
11. Private vehicles may be used only for small groups of students participating in contests, competitions, or area meetings. Parents of the students are to be notified by using the **Transportation in a Privately Owned Vehicle Permission Form (Form C)** and the owner of the vehicle must complete an **Assumption of Liability Form (Form D)** and the parents must also 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.
12. Schools should annually review school trips and avoid duplication of visits to the same site for the same purpose. This discussion should take place within each school and across the system K-12.
13. A signed **Informed Consent for School Trip Form (Form B)** for each student participating in a school trip must be in the possession of the lead school sponsor throughout the trip and a copy of this authorization on file at the school.

14. At all times the individual(s) supervising the trip shall have the name, address, and home and business telephone numbers of the parents/guardians of the students.
15. All sections of the School Trip Request Form must be fully completed. A detailed agenda should be attached.
16. If the principal, central office representative, superintendent, or Board of Education disapproves a trip, the reason must be stated on the form.

C. Day Trips

1. Day trips whose destinations are in North Carolina require only the approval of the school principal.
2. Day trips outside of North Carolina require the approval of the school principal and the Chief Academic Officer.
3. The School Trip Approval Request Form must be submitted to the school principal at least 15 calendar days before the day of the proposed trip.
4. Adequate supervision **must be** provided throughout the trip. Ratios of adults to students should be determined by the nature of the trip and age of the students, but as a general guide, the board requires the following minimum adult to student ratios:

Elementary: 1 adult for every 10 students

Middle-High School: 1 adult for every 12 students

5. **An Orange County Schools' employee who has current CPR, First Aid and Medication Certification must be designated to provide emergency medical care to students or staff on any trips that extend beyond four hours.**
6. Day school trip requests outside of North Carolina must have the approval of the Chief Academic Officer and must be sent to the Chief Academic Officer no later than **10 calendar days** before the date of departure.
7. The Chief Academic Officer will return the school trip request to the principal within 5 calendar days of receipt of the request.
8. Any changes in the plans of a school trip that occur after the form has been generated must be communicated to the principal and Chief Academic Officer by memo prior to departure.

D. Overnight Trips

1. **All overnight trips require the approval of the Board of Education.**
2. Overnight trips for K-8 students may involve only one overnight stay.
3. The school trip request should include a detailed itinerary with no unsupervised time.
4. The principal will forward approved school trip requests to the Chief Academic Officer no less than **10 calendar days** prior to the next scheduled board meeting. Exceptions to these date requirements will be considered in situations where the scheduling of an event is beyond the control of the Orange County Schools.
5. Adequate supervision must be provided throughout the trip including a security plan (location of chaperones, room arrangements, hotel security). Ratios of students should be determined by the nature of the trip, but as a general guide, the board requires the following minimum adult to student ratios: 1 adult for every **8** students.
6. Groups including male and female students shall have male and female chaperones.
7. **Overnight trips require the designation of a least one Orange County Schools' employee who has current CPR, First Aid and Medication Certification.**
8. For the protection of all field trip participants, student luggage may be subject to a random search.
9. The Chief Academic Officer will submit overnight school trip requests to the Board of Education for final approval or disapproval.
10. Any changes in the plans of a school trip that occur after the trip has been approved must be communicated to the principal and Chief Academic Officer in writing prior to departure of the trip.