

## FIELD TRIPS AND EXCURSIONS

1. Educational field trips and excursions not involving overnight stay shall conform to the following guidelines:
  - 1.1 Such trips are to be planned and submitted to the principal for consideration. The written request shall point out the real educational value of the trip and should be related to the classroom or mission of the co-curricular organization. It shall also show follow-up procedures which will be used to reinforce the educational objectives of the trip.
  - 1.2 So that disruptions to the school day during the months of April and May can be minimized, any trips planned to reward students at the end of the year for attendance, behavior, academic excellence, or other achievements shall be submitted to the principal to be placed on the calendar prior to the end of the first semester of the school year. The principal is charged with approval of all day field trips and excursions and shall maintain a calendar of such trips in order to control the disruptions to academic instruction.
  - 1.3 The school shall be financially responsible for the transportation of students on such trips. Because of the great number of children in our system who are living under the poverty guidelines, the amount of money charged to students shall be kept to an absolute minimum.
  - 1.4 No child shall be prevented from participating in an educational field trip because of lack of money.
  - 1.5 All field trips shall provide for an appropriate adult chaperone to student ratio. This ration shall be determined by the principal for the particular trip. Parents can serve as chaperons but cannot be in charge of a bus and must be approved as a volunteer by Board action prior to the trip taking place.
  - 1.6 The sponsor of all school activities held away from home shall be responsible for returning all participants to the school after such events. However, a parent or guardian may be permitted to take his/her child home provided the sponsor is presented with a written request assuming the responsibility of the student involved. Such request is to be handed to the sponsor by the parent or guardian at the end of the event, on a form to be provided.
  - 1.7 There are two phases of the legal responsibilities of the county board of education and school personnel in the transportation of pupils on field trips, athletic, band

and other events approved as a part of the school program. When such trips are conducted and pupils are transported in school bus or other conveyances owned, leased, or contracted by a board of education, the insurance which is normally carried on such vehicles usually provides for coverage in the situations mentioned above.

- 1.8 When private cars are used to transport students on field trips and other school activities, the owner of the vehicle may be personally liable in case of injury to pupils resulting from accidents. Therefore, it is essential that the principal and/or his/her teachers be certain that they have purchased adequate personal liability coverage if they use their automobiles for the transportation of pupils. For teachers and parents who are taking students on an approved trip, the board's insurance will assume liability only when the vehicle and driver have been registered with the school office and only as a secondary carrier. Forms requesting pertinent information are available from the principal.
- 1.9 It is recommended that students who are planning to participate in field trips should have student insurance.
- 1.10 All requests for bus transportation shall be submitted to the superintendent at least one week in advance and must meet with his/her approval.
- 1.11 Because of possible adverse weather conditions from the middle of November to the latter part of March, it is recommended that field trips be taken before or after that time period.
- 1.12 The teacher in charge of the field trip shall notify the school of a cell phone number to contact the bus in case of an emergency and shall call
  - a) upon arrival at the destination,
  - b) upon departure from the destination, and
  - c) if there is any significant delay in the return trip.If the return trip is after hours, these calls shall be made to the principal or designee.
- 1.13 If any part of the trip is conducted during any time when there is not sufficient daylight for chaperones to observe behavior of students completely, the driver and the teacher shall separate male and female students and still monitor the bus by walking up and down the aisle with the interior lights turned on.

## **2. Overnight Trips**

- 2.1 Like day trips, overnight trips sanctioned by the school should have educational

merit.

2.2 School-sponsored overnight class trips are allowed only with permission of the board. This policy is not meant to preclude delegate representatives to regular organized functions recognized by the State Department of West Virginia Activities Commission and/or considered a part of FFA, FHA, etc. (Athletic and band events are already governed by state regulations and WV Activities Commission).

2.3 Supervision on overnight trips shall include measures listed above for day trips.

3. Priority of Bus Availability

Regularly scheduled extracurricular sporting events shall have precedence over any other event when there is a shortage of buses or drivers.

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Adopted: Board of Education Minutes - 11/1/93

Amended Dec. 21, 2004

Reviewed and amended: August 21, 2007