FIELD TRIPS

A. Types of Field Trips
   a. Instructional field trips are planned visits away from the school taken by the students to
      enrich and extend the classroom instructional plan. Such trips provide a link between
      the school and the community and assist the school staff in relating the ideas and
      concepts of the classroom to practical applications.
   b. Extracurricular field trips are planned visits away from the school taken by the students
      in support of academic and athletic teams performing groups, or other extracurricular
      activities.

B. Requirements and Plans for Field Trips
   a. Field trips shall be scheduled so as to minimize time away from school.
   b. Field trips shall be available to all eligible students. No student will be excluded by
      reason of the parent/guardian of any child being unable to pay the cost of the trip from
      personal funds due to financial hardship as stated by the parent/guardian. The teacher
      and/or principal shall further certify that no students will be excluded from any field trip
      due to the student either being unable to participate in fund-raising activities by reason
      of religious conviction, physical disability, or other compelling circumstance.
   c. Written permission of each student’s parent or guardian must be received prior to a
      student being permitted to participate in a field trip; completed permission forms are to
      be filed in the principal’s office.

C. Provisions and Requirements for Transportation
   a. Teachers and principals will coordinate satisfactory arrangements for safe transportation
      and supervision. One teacher or other staff member shall accompany each class or
      group of students on a field trip with at least one adult chaperone on each bus.
      Additional adult chaperones should be provided on the basis of a minimum of one adult
      per ten elementary students, or one adult per 15 middle school or high school students.
      Additional chaperones, teachers or staff members may be needed to address the special
      needs of students. Exceptions may be made as to the number of chaperones, provided
      that they are approved in advance by the superintendent’s designee.
   b. Local field trips shall be planned to allow the school buses to return to the base school
      in time for regularly scheduled runs.
   c. School transportation vehicles shall be furnished for all field trips if available and
      practical. Contracted transportation may be used with the approval of the
      superintendent’s designee and may include use for trips that leave before the
      start or return after the end of the school day.

D. Approval of Field Trips
   a. The superintendent’s designee must approve requests for all instructional and
      extracurricular field trips after approval by the principal.
   b. Overnight field trips may be permitted with the approval of the school principal and
      the superintendent or the superintendent’s designee.
c. Field trip requests should be submitted to the superintendent or superintendent’s designee at least two weeks in advance of the trip.
d. Any field trip that includes student fund-raising shall be approved by the principal and the superintendent’s designee before any fund-raising activities are begun.
e. Field trips that shall not be approved for sponsorship include the following:
   i. Field trips that are primarily recreational such as trips to amusement and theme parks.
   ii. Field trips that require a travel day that is too long for the age level of the students involved.
   iii. Field trips that require absence from school for more than five (5) school days.
   iv. Field trips that are considered hazardous. Under no circumstances are students permitted to operate or be a passenger on any amusement park mechanical ride.
   f. There should be no school sponsored overnight trips taken by Caroline County Public Schools, other than those necessary arrangements made for Virginia High School League activities, conferences sponsored by a professional educational group, course-related meeting/competitions and approved clubs/organizations and instructional activities.
g. Every effort should be made to avoid requiring students to spend more than two school nights away from home for athletic contests, or other activities under the general authority of the Virginia High School League. Only one overnight trip may be made by a given group in the course of the school year except when a group is participating in an activity sponsored by the Virginia High School League itself and when approved by the superintendent or superintendent’s designee.
h. Meetings, competition and other student activity events under the local, state, and/or national student activity organizations should be so scheduled that participants are not required to spend more than two school nights away from home.
i. The School Board does not sanction as a school-sponsored trip any chartered flight or planned trips abroad. Any such trip is strictly private and solicitation may not be made through the schools by the private sponsors, including family members, who might be serving as chaperones.
j. The School Board disavows any responsibility or liability for trips that have been scheduled with travel agencies by school personnel for other school personnel or students.

E. Cancellation of Field Trips
   a. Any field trip may be subject to cancellation by the superintendent or the superintendent’s designee if the number of participants is not sufficient to justify the expense, or the commitment of resources necessary, and/or the circumstances indicate that the trip may be hazardous.

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