SCHOOL TRIPS

The Cleveland County Board of Education recognizes that a properly planned and chaperoned field trip can be a valuable learning experience. School-sponsored field trips should be an appropriate extension of the instructional program or the activities of co-curricular student organizations. Trips should provide significant educational value and be as productive to learning as an equal amount of time spent in the classroom.

All eligible students will be given an opportunity to participate in school trips. No student will be denied participation because of economic hardship or because the student has a disability.

The field trip experience should be appropriate for the general maturity level of the students and must be aligned with the goals and objectives of the school curriculum or the activities of a co-curricular group.

A. **Authorization of School Trips**

A school trip occurs when a student or group of students leaves a school campus under the sponsorship of the school and under the supervision of school employees to extend the educational experiences of that student or group. This includes such trips taken by extracurricular groups, but does not include trips by athletic teams to participate in athletic events or competitions that are part of the team’s regular season or playoffs.

The principal must approve all school trips in advance. In addition, the Superintendent’s designee must approve all school trips that are more than one day in length or outside of the county. In addition, school trips that require travel outside of the continental United States must have prior Board approval. The Superintendent shall develop procedures for the request and approval of school trips.

B. **Parental Notice and Consent**

All students who participate in a school trip must provide signed parental consent forms to participate, unless a student is officially emancipated, in which case the student can consent on his or her own behalf. A student who fails to provide a signed consent form may be denied participation in the trip. No student’s grade may be lowered or raised based on parental consent to participate in the school trip. The Superintendent shall develop procedures to ensure parents are given proper notice of trip details and that parents provide signed authorization and consent regarding their child’s participation and care during the trip.

C. **Costs**

No fee shall be charged for any field trip that is required for class credit. Schools may impose fees for other school trips. Any fundraising related to school trips must comply with Board policy.

D. **Student Safety and Discipline**

School safety rules and policies apply to all students, school employees, and volunteers while they are taking part in school trips. Students are subject to the Code of Student
Conduct and all school rules while participating in a school trip.

**E. TRANSPORTATION AND OTHER ACCOMMODATIONS**

Policies regarding the use of student transportation services apply to the use of vehicles for all school trips. Those policies do not apply to drivers of charter buses who are not subject to Board authority, aside from any agreed upon provisions in the contract with the charter company.

Any contracts with outside companies to provide transportation, lodging, or other accommodations related to a school trip must be approved in accordance with Board policies.

**F. CHAPERONES AND VOLUNTEERS**

All chaperones and volunteers accompanying students on school trips must meet the standards established by Board policy and regulations.

**G. NON-SCHOOL SPONSORED TRIPS**

Any school employee who organizes a non-school sponsored trip involving students must inform parents that the trip is not sponsored by the school and that the school system does not assume liability or responsibility for the trip. Faculty members should not solicit students for such trips during the school day, at school, or using district resources, including district email.

Legal References: G.S. 115C-47, -288, -307, State Board of Education Policy TRAN-009

Adopted: March 12, 2018

Replaces: Board policy 3560, Field Trips