

## FIELD TRIPS AND ACADEMIC COMPETITIONS

The Board of Education believes that field trips and academic competitions are important because they provide students valuable educational opportunities. However, to prevent wasting instructional time, these activities must be well planned and clearly related to the instructional, co-curricular, or extra-curricular program.

The Board accepts no responsibility for foreign travel. Students must not be recruited at school for trips outside the continental United States.

### Planning

- All school trips must be approved in writing and in advance by the principal.
- The teacher will provide the principal with appropriate plans, including a complete itinerary.
- Trips will not be taken during the last five days of pupil attendance in the school year or during semester or annual testing unless approved in advance by the Superintendent.
- School employees may not realize financial gain or gratuities from trips taken by students.
- Parents of participating students will be notified in writing of all field trips. Written approval from the parent/guardian is required to be on file at the school before the student may participate in a trip.
- All field trips must be under the direction and supervision of a teacher from the school. Other appropriate chaperones will be provided as needed.
- Students will not be excluded from a trip because of inability to pay the participation fee.
- In order to prevent unnecessary duplication, school principals will determine which field trips are appropriate for which course, class, or grade level.

### Transportation

- Transportation will generally be by school system vehicles or insured commercial carriers. A group of ten (10) or fewer may go in a private vehicle(s) if the group does not exceed the seating capacity of the vehicle(s). The driver(s) of such a private vehicle must be approved in advance by the principal, be at least 21 years of age, have a valid North Carolina driver's license, and be the owner of the private vehicle or have the authority and permission of the owner to operate the vehicle with insurance coverage as required by North Carolina law.

### Approval

- All field trips must be approved in advance by the principal. Overnight or out-of-state trips must be approved by the Superintendent in advance of the trip.

**Adopted: July 10, 1995**