

School trips designed to stimulate student interest and inquiry may be appropriate classroom extensions and may enhance learning in the classroom. School trips may help meet educational goals and objectives by connecting learning with experiences outside of the classroom environment.

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. The principal must approve all school trips in advance. To be approved, a school trip must (1) provide an effective method for accomplishing curriculum objectives; (2) be consistent with the educational goals of the Board; and (3) keep to a minimum any disruptions of other educational programs and/or loss of instructional time. The superintendent shall develop additional procedures for the request and approval of school trips.

1. Principals Authorized to Approve School Sponsored Field Trips and Extracurricular Travel

The Buncombe County Board of Education authorizes the principal of each individual school to act as its agent in approving extracurricular travel as well as educational field trips limited to two instructional days. For all trips in excess of two instructional days, final approval rests with the Associate Superintendent of Instructional Services. The principals are urged not to jeopardize effective classroom teaching by approving excessive field trips. It is also the responsibility of the principal to see that the in-school program is adequately maintained during the absence of the teacher(s) assigned to duty elsewhere for the purpose of a field trip or extracurricular travel.

2. Teacher's Responsibility

When a field trip or extracurricular travel has been planned, the teacher shall submit complete details, in writing, of the proposed field trip or extracurricular travel to the school principal. These details should state the purpose(s) of the field trip or extracurricular travel, date, planned departure time, expected time to return to school, complete roster of students, teachers and others who will assist in supervision, emergency phone number(s) where teachers can be reached, and the type of transportation needed. The Buncombe County Schools Field Trip/ Extracurricular Travel Parental Consent Form found in the Administrative Regulation shall be completed for each student going on a field trip or extracurricular travel. The teacher shall take the form with them if the field trip or extracurricular travel is outside of Buncombe County.

3. Transportation and Insurance Coverage

When the principal receives and approves the details of the planned field trip, he shall make arrangements for transportation using Board owned activity buses or a charter bus from an approved charter motorcoach company included on a list maintained by the Transportation Department. If charter bus service is used, the principal must follow the procedures outlined in the administrative regulation regarding school sponsored field trips and extracurricular travel using motorcoach service. Schools will only be allowed to use full size motorcoaches, Tensa TS 30/35 or larger. Minibuses and vans are not permitted. This applies to sports teams as well as curriculum activities.

4. Overnight Trips or Trips Over 200 Miles One Way, and Out-of-State Trips

The school principal shall notify the Purchasing Department and the Transportation Department, in writing, three days prior to a field trip or extracurricular travel overnight, a field trip or extracurricular travel over 200 miles one way, or a field trip or extracurricular travel out-of-state. The principal shall state which activity bus number or charter motorcoach carrier is being used for the trip.

5. Drivers to be Properly Certified and Approved

Drivers of activity buses owned by the Board shall be properly certified and approved by the director of transportation.

6. Use of Regular “Yellow” Buses

Regular “yellow” buses may be used only by specific permission of the Superintendent, and reported to the Board of Education, for trips such as transporting students to the North Carolina Symphony or in transporting students to the Special Olympics. All requests to use yellow school buses must be submitted to the Associate Superintendent for Instructional Services.

7. Use of Substitute Teachers

In the event a substitute teacher is employed for the teacher on an authorized field trip or extracurricular travel, the school shall be responsible for payment of the substitute unless prior arrangements have been made with the Superintendent or the Associate Superintendent for Instructional Services for payment from county funds.

8. Trips Planned Outside the United States

The Board of Education appreciates the enhancement of student learning achieved through opportunities for educational travel outside of the United States. However, the Board is not in a position to approve all travel outside the

United States involving students and employees. Therefore, out-of-country travel initiated by an individual teacher or staff member, including trips using a third party vendor, will not be school-sponsored or Board approved. Individual employees must inform all participants in writing in advance of sign-up that the trip is not school-sponsored.

The Board may elect to approve specific school-sponsored travel outside of the United States on a case-by-case basis. Approval for a school-sponsored trip outside the United States must be initiated by the school principal using form 3320 R. The principal must secure adequate liability insurance at no cost to the school system and the request for approval must be submitted to the Board of Education at least six (6) months in advance. The Board of Education may shorten the approval submission period in exceptional circumstances.

9. Per Mile Charge and Payment for Fuel Used on Field Trips and Extracurricular Travel

The Board of Education assumes no responsibility for providing for or payment for the per mile charge and fuel used in activity buses on field trips or extracurricular travel. If an activity bus purchased and owned by the Board of Education is used, the activity bus will have a full tank of fuel when checked out at the Transportation Department and will be refilled upon its return to the Transportation Department. The school will be billed the per mile rate for activity bus use as determined by the Transportation Department, and at the state price per gallon for fuel at that time. Fuel purchased while on the trip will be paid for by the school.

If an activity bus is purchased by a school, it automatically becomes the property of the Board of Education, and is subject to the same fees and costs outlined above. If an activity bus is assigned to a school, the school to which the bus is assigned is subject to the fees and costs outlined above. If a school uses an activity bus assigned to another school, the mileage charge and fuel cost will be charged by the Transportation Department to the school to which the bus is assigned. It will be the responsibility of the school to which the bus is assigned to document and bill the school that uses the bus.

B. COSTS

Students must not be charged a fee for any required school trip for which credit is granted or that is necessary for participation in interscholastic sports. The Board may impose fees for other non-required school trips. Any fees imposed for school trips will be waived or reduced for students who demonstrate real economic hardship. The superintendent shall establish procedures to review requests for fee waivers or reductions and to notify students and parents of the availability of and the process for requesting a waiver or reduction of fees.

C. STUDENT SAFETY AND DISCIPLINE

Policy 1510/4200/7270, Student Safety, and the student behavior policies in the 4300 series apply to all students, school employees and volunteers while they are taking part in school trips.

D. TRANSPORTATION

Policy 6320, Use of Student Transportation Services, applies to the use of vehicles for all school trips.

E. CHAPERONES AND VOLUNTEERS

All chaperones and volunteers accompanying students on school trips must meet the standards established by policy 5015, School Volunteers.

Legal References: G.S. 115C-47, -288, -307

Cross References: Student Safety (policy 1510/4200/7270), Goals and Objectives of the Educational Program (policy 3000), Student Behavior Policies (4300 series), Student Fees (policy 4600), School Volunteers (policy 5015), Use of Student Transportation Services (policy 6320)

Replaces Board Policy 655

History of Policy 655

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