

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>CURRICULUM AND INSTRUCTION</u> Extra-Curricular Activities	635
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A program of extra-curricular activities including athletics can enhance the school program. The program of extra-curricular activities in the Caswell County Public Schools shall be vested with the Principal of the school. All school rules should be followed and the Principal/designee shall enforce rules/consequences.

Field Trips and Excursions

1. The trip must be an extension of classroom activities and related to the curricula, or to a special event that would be an educational experience for students.
2. The trip must be relevant to the educational objectives of the grade level or course.
3. The health and safety of every student/adult is attended to during the trip.
4. Written parental permission for each student participating in a field trip must be filed at the school before the trip takes place, including emergency contact information.
5. All students for whom the trip was intended must have equal access to participate in the trip and are expected to participate with the group unless the school deems exclusion is necessary or unless the trip is optional, in which cases alternative educational settings will be provided at school.
6. Students may not be denied a field trip solely on the basis of inability to pay the required fee. Each case will be dealt with on an individual basis at the discretion of the Principal.
7. Adequate supervision must be provided throughout the trip. An adult is someone 21 years of age or older for this policy. Ratios of adults to students will be the following ratio unless approved by the Board:

K - 8th Grade.....1 adult for 10 students
9 - 12th Grade.....1 adult for 15 students

8. The transportation of students for field trips shall be provided through the use of school system vehicles or common carrier vehicles or an approved vehicle as determined by the SDPI Transportation Division.
9. The trip will be approved only after the Principal accesses that:
 - a. The trip meets the requirements of Board policy and accompanying regulations.
 - b. The trip is in the best educational interest of the student for whom it is intended.
10. The Transportation Director or his designee must inspect non Caswell County buses and give approval for use before departure of common carrier vehicles.

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11. High national safety alert may cause all field trips previously approved to be canceled and/or for groups to return immediately to Caswell County. This will be at the discretion of the Superintendent of Schools.

FIELD TRIP PROCEDURES

GENERAL: The procedures that follow are to be used in planning and implementing field trips. It is the responsibility of the sponsoring staff member to initiate the procedures. It is the Principal's responsibility to assure that each field trip approved relates to educational objectives and is planned thoroughly. In addition, the Principal must judge that students are not unduly jeopardizing other academic responsibilities by participating in a field trip.

DAY TRIPS

1. All sections of the "field trip request" form must be fully completed. A field trip request must be filed for any activity of a class or group under the sponsorship of a staff member who takes the class or group away from the school campus.
2. The request form must be submitted to the school principal at least fifteen (15) calendar days before the date of the proposed trip. Exceptions to the date requirement will be considered in situations where the scheduling of activities is beyond the control of Caswell County Schools.
3. The Principal will review the request to assure that it meets Board policy requirements, and that it is in the best educational interest of the students. The Principal will indicate his approval or disapproval of the proposed trip by signing and dating the appropriate line of the request form. Reason(s) for disapproval should be stated on the form. The form will then be sent to the Superintendent for approval/disapproval.
4. Any changes in the plans of a field trip that occur after the form has been generated should be communicated to the Principal and Superintendent by memo prior to departure.
5. Health, safety, and security precautions must be planned and documented. Specific health needs of individual students such as bee sting allergies should be addressed.

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OVERNIGHT TRIPS OR OUT OF STATE FIELD TRIPS

1. All sections of the “field trip request” form must be fully completed (see Attachment for form). A field trip request must be filed for any activity of a class or group under the sponsorship of a staff member that takes the group away from the school campus, except for scheduled athletic events.
2. The request form must be submitted to the school principal at least thirty (30) calendar days before the proposed departure date.
3. The Principal will review the request to assure that it meets Board policy requirements, and that it is in the best educational interest of the students. The Principal will indicate his approval or disapproval of the proposed trip by signing and dating the appropriate line of the request form. Reason(s) for disapproval should be stated on the form. The Principal will forward approved requests to the Superintendent no less than twenty five (25) calendar days before the proposed date of departure. Exceptions to these date requirements will be considered in situations where the scheduling of activities is beyond the control of Caswell County Schools.
4. The Superintendent will review trip requests approved by Principals and sign on the approved or disapproved line. Reason(s) for disapprovals should be stated on the form. The field trip form will be returned to the Principal within five (5) days after action has been taken by the Superintendent at least ten (10) calendar days prior to the proposed date of departure.
5. Any changes in the plans of a field trip that occur after the form has been generated should be communicated in writing to the Principal and Superintendent prior to departure.
6. Health, safety, and security precautions must be appropriately planned and documented. Specific health needs of individual students such as bee sting allergies should be addressed.
7. Approved overnight and out of state field trip requests will be communicated by the Superintendent to the Board prior to the departure for informational purposes only.