
Field Trip Guidelines

Field trips and excursions shall conform to the following guidelines:

- A. Curricular, Co-Curricular, Extra-Curricular and Transitional Field Trips
1. Such trips are to be planned and submitted on a "Trip and/or Transportation Request" for principal consideration. The request shall include educational value of the trip and follow-up procedures that will be used to reinforce the educational objectives. To gain approval, a field trip must align with one of the four areas listed below and adhere to the specified guidelines.

No child shall be prevented from participating in an education field trip because of lack of money.
 2. Field trips shall provide one teacher and enough responsible adult chaperones to give a ratio of one chaperone to every ten students. Parents can serve as chaperones but cannot be in charge of a bus. The occasion may arise when additional chaperones would be needed in excess of the one to ten ratio, such as in transporting students with special needs.
 3. When students are participating in activities that require them to be away overnight:
 - a. A school employee shall accompany the group unless each child participating is accompanied by his/her parent.
 - b. The county will offer to provide transportation, county arranged lodging and supervision for students.
 4. The sponsor of all school activities held away from home shall be responsible for returning all participants to the school after such event. However, a parent or guardian may be permitted to take his/her child home provided the sponsor is presented with a written request assuming the responsibility for the student involved. Such a request is to be handed to the sponsor by the parent or guardian at the end of the event.
 5. When private cars are used to transport students, it shall be the responsibility of the teacher, principal, or Board approved adult in charge of the trip to verify the following and complete SOP 7.10a and submit it for Board action:
 - a. All drivers are twenty-five years of age or older or are parents of students participating in the trip or are school board employees.
 - b. All vehicles have current registration and state inspection with a copy of the registration form attached.
 - c. All vehicles are properly insured with a copy of the insurance card attached.
 - d. All drivers have a valid driver's license with a copy of the driver's license attached.
 6. Chaperones and/or persons providing transportation in private vehicles have been Board approved.

7. Requests for field trips other than those to locations in Jefferson County and adjoining counties require Board approval. Sponsor/principal must submit a trip request form to the appropriate office at least **thirty working days prior to the next regularly scheduled Board meeting** and at least **thirty days prior to the scheduled date of the trip**. Overnight trips must be submitted to the superintendent's office at least sixty days in advance of the expected date of departure.

8. All requests for field trips within the county and adjoining counties must be approved by the superintendent and must be in the appropriate office at least **twenty days prior to the scheduled trip**.

Updated 4/5/12

9. Field trips shall occur prior to April 15 or after the administration state and county-wide assessments have been completed.

Overnight Trips: School-sponsored overnight class trips are not allowed. This policy is not meant to preclude delegate representatives to regular organized functions recognized by the West Virginia Secondary Schools Activities Commission and considered a part of the educational program, such as student government, FBLA, FFA, FCCLA, etc. (Athletic, choral, and band events are already governed by State Regulations and West Virginia Secondary Schools Activities Commission.)

10. Unless it can be verified that a student's presence on a field trip would endanger the student or his/her classmates, students are not to be excluded from field trips as a disciplinary measure.

11. When substitutes are required for teachers accompanying students on trips, professional leave requests are to be attached to the trip request.

12. Written permission shall be obtained from the custodial parent/guardian prior to any student leaving his/her home school during the regular school day and/or participating in a field trip.

13. When teachers are away from their regular workstation, professional leave requests are to be submitted.

PROCEDURE FOR APPROVAL OF TRIPS

1. The organization shall prepare a written request to be directed to the superintendent through the school principal.

2. The principal shall recommend approval or disapproval regarding the request and submit it to the superintendent/superintendent's designee.

3. Fund raising activities to finance a field trip or excursion shall be clearly outlined and be submitted to the superintendent for Board action. No fund raising activity/activities shall be conducted prior to Board approval.

4. Public announcement of such trips shall be withheld until Board approval.

USE OF TRIP BUSES

1. Determine the number of buses needed:
 - Secondary:
 - 2 students to a seat
 - Conventional Bus - 24 seats - 48 students
 - Transit Bus - 27 seats/storage - 54 students
 - Elementary:
 - 3 students to a seat
 - Conventional Bus - 24 seats - 71 students
 - Transit Bus - 27 seats - 81 students
2. Space is limited on school buses to transport equipment. Make necessary arrangements for bulky items. No coolers will be permitted inside the bus with students. Per state regulations, any item too large to conveniently hold on the lap or between the feet is not permitted. Those item positioned between the feet cannot be over twenty-four inches high. The equipment bus will have to be added in the event equipment exceeds these regulations. Equipment that cannot be stored in the compartments will be restrained: possibly an equipment bus will have to added. The bus driver will supervise loading and unloading.
3. There will be no eating or drinking on the bus at anytime.
4. Baseball/football/golf shoes will not be worn on a bus.
5. Coaches/teachers, etc., being transported with a group are to assume responsibility in assisting the driver with proper student discipline.
6. In the event a trip is canceled or a time is changed, contact the transportation office immediately at 304-725-7664.
7. We will endeavor to meet the requested time for departure. The group to be transported is to be on time.
8. Indicate the "estimated time involved" on the trip form.
9. If overnight travel is involved, the destination should be listed as well as the place of activity and the location of lodging. Also, indicate location of restaurant facility if travel is necessary from place of activity that involves additional miles.
10. A complete list of student names and chaperones to be on the trip is to be provided to the driver at the time of departure for each trip. **A one-time list could be provided for athletic teams, bands, etc., that does not change.** Anyone that has not been Board approved will not be permitted on the bus. The driver must take roll call.
11. With more than one bus on a trip, all buses are to leave together and return together traveling the same route.
12. For the best results, schedule buses no earlier than 9:00 AM and return to school no later than 1:30 PM when planning day trips.

Co-Curricular and Extra-Curricular Trips

1. Co-curricular and extra-curricular trips are subject to all the requirements contained in Section A of these procedures.

-
2. In addition, co-curricular and extra-curricular trips are subject to the following requirements:
 - a. Every effort should be made to schedule co-curricular and extra-curricular trips during non-instructional time.
 - b. If the trip is scheduled during instructional time and a county employee is required to accompany the club and/or organization, the club and/or organization will be required to reimburse the Board of Education for the cost of a substitute and the expenses incurred by the employee.
 - c. If school buses are used, the club and/or organization shall reimburse the Board of Education for:
 1. The cost for the bus driver
 2. The bus driver's expenses, i.e., meals, lodging, etc.
 3. The cost of the fuel
 4. A per mile cost for the bus to cover maintenance and depreciation costs