

BARBOUR COUNTY SCHOOL FIELD TRIPS POLICY

1.0 Purpose: The Barbour County Board of Education supports the notion that, in certain instances, curricular, extra-curricular and foreign travel field trips add depth and breadth to student mastery of curricular content.

2.0 Definitions

- 2.1 **Curricular field trips** are to be educational in nature or directly related to the curricular program. Only those trips that stem from the curricular program are to be permitted on school time.
- 2.2 **Extracurricular trips** should be confined to non-school time, except where the school is engaged in an activity, competition, or contest that requires the use of school time.
- 2.3 **Foreign travel trips** - Trips for the purpose of foreign travel outside the continental United States are excluded from this policy.

3.0 All field trips must fall within one of the following categories:

- 3.1 **Extended field trips** are defined as trips to meet instructional objectives and are outside the State of West Virginia.
 - 3.1.1 These activities must be approved by the superintendent and recommended for approval by the Board of Education.
 - 3.1.2 Requests for Board of Education approval and school bus transportation must be submitted one month in advance of the trip. Only those activities sanctioned by the West Virginia Secondary Schools Activities Commission are exempt from this provision.
 - 3.1.3 The principal or his/her designee is responsible for arranging school bus transportation through the Transportation Department at least ten (10) working days in advance or ensuring that the person(s) transporting the students is an employee of the Barbour County Board of Education or is a Board approved volunteer.
 - 3.1.4 The provisions of this section shall apply regardless if the extended field trip is planned for the regular school term or during the summer months.
- 3.2 **In-county field trips** are defined as any trip to meet instructional objectives and are within Barbour County with a maximum duration of one (1) day.
 - 3.2.1 These activities must be approved by the superintendent and recommended for approval by the Board of Education.
 - 3.2.2 The principal or his/her designee is responsible for arranging school bus transportation through the Transportation Department at least ten (10) working days in advance or ensuring that the person(s) transporting the students is an employee of the Barbour County Board of Education or is a Board approved volunteer.
 - 3.2.3 The principal will further ensure that parents are notified of the impending field trip and parents' consent slips are obtained if the activity occurs during the instructional day.

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- 3.3 **Out of county field trips** are defined as any trips to meet instructional objectives but require travel outside of Barbour County but within West Virginia.
 - 3.3.1 These requests must be approved by the superintendent and recommended to the Board of Education for approval.
 - 3.3.2 Requests for the superintendent's approval and school transportation requests must be submitted one month in advance of the trip and include a travel itinerary. Only those activities sanctioned by the West Virginia Secondary Schools Activities Commission are exempt from this provision.
 - 3.3.3 The principal is responsible for arranging school bus transportation through the Transportation Department at least ten (10) working days in advance or ensuring that the person(s) transporting the students is an employee of the Barbour County Board of Education or is a Board approved volunteer. This applies not only during the regular school term, but also during summer months.
- 3.4 **Extracurricular field trips** are defined as trips which occur after the completion of the regular instructional day, after the completion of the school term, or on a non-instructional day.
 - 3.4.1 These trips are non-instructional in nature and involve social or recreational activities. Interscholastic activities under the jurisdiction of the West Virginia Secondary Schools Activities Commission will be considered extracurricular field trips.
 - 3.4.2 Those activities which are scheduled on instructional days by the commission shall be exempt from the non-instructional time provision.
 - 3.4.3 The principal or his/her designee will follow the procedure for extended field trips if the extracurricular trip is of longer duration than one (1) day and is outside the state. This includes those trips for athletic or band activities.
 - 3.4.4 Groups or organizations sponsoring extra-curricular trips shall be responsible for the payment of related fixed costs including transportation. Payment in full shall be made as expenses are incurred.
 - 3.4.5 All students eligible for inclusion in extracurricular trips shall be given the opportunity to participate in approved fundraising activities.
 - 3.4.6 All students should be permitted to travel with the group regardless of their ability to pay.
Students and parents should be informed of any school level issues used to exclude students from extracurricular travel on the basis of disciplinary infractions.
- 4.0 Written parental consent shall be obtained for all students prior to participation in field trips.

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5.0 The superintendent shall develop guidelines for the approval and implementation of field trips.

Source: Barbour County Board of Education Minutes

Adopted: 1965

Revised: 06/14/10; 10/28/96; 1985; 1984; 1983; 9/18/79; 6/6/78; 2/7/78