

REGULATION

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R 2340 FIELD TRIPS

Procedure

In September, the Principal, or designee, will publish and distribute a school calendar showing the "black out" dates indicating those times when field trips will not be scheduled. This calendar will also cite the first and second semester deadline dates by which all requests must be submitted. The administration has discretion to approve relevant and student-centered trips after these dates.

Before submitting a field trip request form, it is the responsibility of the teacher sponsoring the field trip to check with the the school calendar. This is essential to avoid schedule conflicts of major events such as proms, plays, and concerts.

The request for approval of the field trip packet must be completed in its entirety and reviewed with the Academic Supervisor before it is submitted to the Principal, or designee. It is essential that this packet be completed and submitted for consideration to the Principal, or designee, at least 10 days before the Board of Education meeting scheduled prior to the planned trip. Incomplete packets cannot be approved by administration; this may result in the denial of the field trip request.

The request for approval packet includes an accurate statement describing the following:

1. The date of the trip.
2. The department sponsoring the trip.
3. The sponsor(s) of the trip.
4. The course to which the field experience relates.
5. The number of students participating in the field experience.
6. The number of chaperones participating in the field experience.
7. The total number of people participating in the field experience.
8. The time of departure.
9. The time of return to the School District.
10. The cost per pupil.
11. The total cost.
12. The names of all chaperones. (Tentative based on availability - to be confirmed with final arrangement)
13. An indication that permission slips will be collected for each participating student.
14. An original roster of students anticipating participation.
15. The phone numbers of the parent(s)/legal guardian(s) of participating students.
16. The name and phone number of the contact person(s) at each site visited.

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17. A cell phone number of the sponsor, if available; cell phone number of chaperones, if available.
18. A timeframe for each site visited.
19. As well as any other pertinent information as determined and requested by the Academic Supervisor(s), the Assistant Principal, the Principal, and the Superintendent.

Out-of-State/Overnight Field Trips

In addition to the above, sponsors of field experiences involved overnight and/or out-of-state travel must submit a daily itinerary that lists sites visited and provides the name and telephone numbers for contacts at each site. Furthermore, a list of expectations for student behavior must be developed and delivered to students and to their parents/guardians. Sponsors must retain a receipt indicating that such a list of expectations has been received, reviewed, and agreed by the parent(s)/guardian(s). All of this information must be reviewed at the mandatory parent meeting. Date of parent meeting must be communicated on the field trip approval form when requesting approval. It is understood that all school rules are in effect during such field trip experiences.

Sponsors of such trips must compile emergency contact information (names and phone numbers), as well as medical/dental/medicine/drug information for each student participating in the field experience. Sponsors of field trips must have this information with them during the field experience, and a copy of this information must be maintained in district in the Main Office/Principal's Office for the duration of the field experience.

Routing of the Request for Approval Packet

The sponsor(s) of the field experience should meet with the appropriate ~~department~~ Academic Supervisor(s) to discuss the merits, as well as the details, of the anticipated field experience. The Academic Supervisor(s) is/are charged with the responsibility of evaluating the direct value of the field trip experience to the instructional program and to the context of the classroom curriculum before providing his/her approval. Once the Academic Supervisor(s) makes this determination and provides his/her approval, the sponsor(s) of the trip and the appropriate Academic Supervisor(s) then assume the responsibility for completing the packet requesting field trip approval as outlined above. The completed packet is then sent to the Transportation Coordinator for consideration and action. The Transportation Coordinator returns the forms to the sponsor. The sponsor then submits the packet to the Principal, or designee.

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List of Participating Students

A list of students anticipating participation in the field trip experience is an important part of the field trip approval packet and must be submitted with the packet. This original roster of students listed on the form entitled "Field Trip Roster" must provide not only names of participating students, but it must also include the following: name of sponsor(s), course title, class period, destination, date of trip, the time of departure and return, and the meeting time and meeting place at school prior to departure. It is of utmost importance that the names and phone numbers of parent(s)/guardian(s) be included.

Before the scheduled date, the sponsor(s) of the field trip must reassess the list of participating students, update it, and label as an updated version. The School Nurse and main office administration must be provided with an anticipated roster at least three weeks in advance to check for medical needs. At least one week prior to the field trip, the sponsor(s) of the field experience will then distribute updated copies to the staff with the names and phone numbers of parent(s)/guardian(s) blocked.

On the day of the scheduled field trip, the sponsor(s) of the experience will use a copy of the (updated) distributed list to indicate those students actually boarding the vehicle. Before departure, the sponsor(s) will make a copy of this boarding list and deliver it to the main office.

Permission Slips

It is the responsibility of the sponsor(s) of the field trip to distribute and to collect permission slips that have been accurately completed for every student participating in field trip experiences. This must be done at least two days prior to the scheduled field experience. Under no circumstances will a student be allowed to participate without having this essential document completed and submitted to his/her teacher at least one day prior to the scheduled event. The sponsor of the field trip must maintain these permission slips for the academic year in which the field experience occurs.

Collection of Money

All monies collected to cover trip expenses must be submitted by the sponsor to the Secretary for Student Activities in accordance with the deposit of funds procedures outlined in Policy 6660. Under no circumstances should money ever be left in unsecured areas. The details regarding the issuance of a check for payment must be settled prior to the field trip. Any questions in this regard must be directed to the Business Administrator. Under no circumstances should money ever be left in classrooms.

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Final Arrangements

It is the responsibility of the sponsor(s) of the field trip experience, in cooperation and consultation with his/her Academic Supervisor(s), to initiate the review of arrangements that should include, but is not limited to the following:

1. Substitute teacher coverage.
 - a. Confirm absence request is submitted in Aesop
 - b. Notify Assistant Principal's office if only partial coverage is needed
2. List of classes that will need coverage.
3. Transportation details.
4. Lists of participating students.
5. Staff notification.
6. Completion of the field trip approval packet.
7. Receipt of approval for the field trip.
8. Permission slip collection.

Emergencies

In the event of an emergency, the primary consideration of the sponsor is to act on behalf of the child and in the best interest of the child. After making an assessment and investigation of the situation, the sponsor of the field trip must notify his/her Academic Supervisor and/or one of the Assistant Principals in the event of any and all emergencies. If the Academic Supervisor and/or the appropriate Assistant Principal are unavailable, the following list of other administrative personnel should be notified in the order provided here:

1. Principal
2. Superintendent
3. Other Building Administration

It is understood that the sponsor and/or chaperone acts with reasonably prudent regard and with deliberate speed to address the situation at hand. The timeliness of notification is a major importance. School officials must be notified immediately of any and all emergencies.

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In-School Field Trips

These scheduled activities must follow the same procedures outlined above.

Competitions

Sponsor(s) of students who are involved in academic, artistic, and/or athletic competitions may not know the timetable for such activities in advance. It is understood that upon notification of inclusion in such competitions, the sponsor(s) of such activities will act with deliberate speed in making the appropriate arrangements as outlined above.

Senior Class Trip

It is district practice to have Senior Class trips planned to avoid:

1. Any significant time away from school, i.e., more than two school days.
2. Any significant cost which would make the trip economically difficult for any student or family.
3. Any trip involving air travel, because of the difficulties in discipline, expenses, distance, immediate recall, etc.

Therefore, Senior Class trips are limited to overland trips by bus, within a radius not greater than five hours so that if a student needs to be returned home by automobile it is entirely possible.

Adopted: 18 December 1995
Revised: 26 May 2015, 15 September 2015