

- DAY TRIP
- OVERNIGHT SCHOOL TRIP
- OUT-OF-STATE SCHOOL TRIP

Please complete this form no later than two (2) weeks prior to the date of a day trip. After approval, secure bus and bus driver from school designee. Except for playoffs or other post-season athletic competitions (which may be approved by the Superintendent), overnight or out-of-state school trip requests require Superintendent/Board approval and are due in the Central Office no later than the 15th of the following months: July, October, January and April. Board approval will be sought at the regular meetings of August, November, February and May, according to a schedule developed by the Superintendent and as illustrated on the next pages. Only school trips approved in accordance with Pamlico County Schools' Policy #5430 School Trips will be considered an official school trip.

Date Submitted

School

Grade, Subject, or Organization

Sponsor Name:

Address:

Telephone#:

No. of Students Making the Trip

Date of Trip

Method of Transportation

Cost Per Pupil

How will these costs be paid?

Fundraising Profits?
District Budget?

Students & Family?

Other?

Time of Departure

Time of Return

Destination

Name of Hotel (if applicable):

Address:

Phone Number:

Purpose of Trip--Students will demonstrate mastery of the following objective(s):

Please attach an itinerary (electronic, if available).

Describe how students will be held accountable for mastery of the intended objective(s) identified:

Please attach a copy of the parent permission slips, student rosters and any special rules that will apply beyond the regular code of conduct expectations established by the Board of Education.

Explain how the sponsor will ensure that all students making the trip have proper insurance coverage (school or personal). Fully explain the documentation process.

List staff members and other volunteers who will act as chaperones:

Have all chaperones been approved by the personnel office as volunteers (ie. criminal background check? Yes No If no, please provide an explanation.

Requested by: _____ Approved: _____
Date: _____ Date: _____
Principal

Superintendent/Board Action: *Approved:* _____
Superintendent *Date*
Denied: _____
Superintendent *Date*

Revised: December 2009
March 5, 2012

School trips designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development can be appropriate extensions of the classroom. To the extent that a trip provides the single most effective means for accomplishing the objectives of the curriculum and that disruption of other classes is kept to a minimum, it may be approved. Criteria for assessing the advisability of a proposed trip should include the extent to which other instructional programs are disrupted, the amount of school time lost, the appropriateness of the trip for the grade level and subject, what additional demands are placed upon student time in order to raise funds to finance the trip and the opportunity to expand educational experiences for students beyond regular school hours. School trips may be; day or overnight trips; in-state or out-of-state; or credit or non-credit bearing courses. Any trip made by school students which has not been approved in accordance with this policy shall not be considered a school trip as herein defined.

- 5430.1 The Superintendent shall be responsible for development of administrative regulations for the request and approval of school trips. Requests shall be submitted on Board Form #5430F1, "Off-Campus School Trip Requests."
- 5430.2 A school trip is defined as a student, or group of students, leaving a school campus under the sponsorship of the school and under supervision of school employee(s) to extend educational experiences consistent with the general goals and objectives of the total school program. A school trip must be related to the curriculum of the school or to a co-curricular activity (e.g., clubs, student council, athletics, etc).
- 5430.3 Students should not be charged a fee for any required class school trip for which credit is granted.
- 5430.4 All fees for voluntary class or co-curricular school trips shall be closely scrutinized at the time the trip is approved. The sponsor of that trip must certify to the school principal that provisions have been made for students unable to pay the fees.
- 5430.5 A ratio of one chaperone to ten students shall be maintained during in-state, day school trips.

- 5430.6 Approval of out-of-state or overnight school trips shall require the following additional criteria beyond those for in-state day school trips:
- 5430.61 Health insurance coverage shall be in force on each student who participates and parents/guardians shall provide proof to the District.
 - 5430.62 A ratio of one chaperone for every five students shall be maintained by gender which means that for every group of one-five male students, one male chaperone and for every group of one-five female students, one female chaperone shall be present during the trip. For example, three male students would require one male chaperone and six female students would require two female chaperones, etc.
 - 5430.63 Out-of-state or overnight school trips generally will require Board approval according to a schedule developed by the Superintendent, or designee. The Superintendent may approve overnight school trips for playoffs or other post-season athletic competitions, and shall report such trips at the next scheduled regular Board meeting.
- 5430.7 When privately-owned vehicles are to be used for transporting students, the owner of the vehicle, and parents/guardians of students who will ride in the privately-owned vehicle, will sign Board Form #5430F2 which acknowledges that the District's liability insurance does not cover the use of privately-owned vehicles to transport students for school activities.
- 5430.8 School trips outside of the continental United States shall not be sponsored, or approved, by the District.

Legal Reference: G.S. 115C-47, -276

Adopted: June 5, 2000
Revised: December 1, 2008
December 7, 2009
March 5, 2012