

1 The Transylvania County Board of Education (the “board”) recognizes that school trips designed
2 to stimulate student interest and inquiry may be appropriate classroom extensions and may
3 enhance learning in the classroom. School trips may help meet educational goals and objectives
4 by connecting learning with experiences outside of the classroom environment.
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6 All eligible students will be given an opportunity to participate in school trips. No student will
7 be denied participation because of economic hardship or because the student has a disability.
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9 **A. AUTHORIZATION OF SCHOOL TRIPS**

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11 A school trip occurs when a student or group of students leaves a school campus under
12 the sponsorship of the school and under the supervision of school employees to extend
13 the educational experiences of that student or group. This includes such trips taken by
14 extracurricular groups but does not include trips by athletic teams to participate in athletic
15 events or competitions that are part of the team’s regular season or playoffs. The
16 principal must approve all school trips in advance. School trips that involve travel out of
17 state and/or an overnight stay must also receive prior approval from the superintendent or
18 designee. School trips that require travel outside of the continental United States must be
19 approved by the board upon recommendation by the superintendent or designee. The
20 superintendent shall develop procedures for the request and approval of school trips.
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22 **B. PARENTAL NOTICE AND CONSENT**

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24 All students who participate in a school trip must provide signed parental consent forms
25 to participate, unless a student is officially emancipated, in which case the student can
26 consent on his or her own behalf. A student who fails to provide a signed consent form
27 may be denied participation in the trip. No student’s grade may be lowered or raised
28 based on parental consent to participate in the school trip. The superintendent shall
29 develop procedures to ensure parents are given proper notice of trip details and that
30 parents provide signed authorization and consent regarding their child’s participation and
31 care during the trip.
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33 **C. COSTS**

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35 Students must not be charged a fee for any trip that is an extension of the curriculum.
36 The board may impose fees for other school trips. Pursuant to policy 4600, Student Fees,
37 and any corresponding fee waiver or reduction procedures, any fees imposed for school
38 trips will be waived or reduced for students who demonstrate real economic hardship.
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40 **D. STUDENT SAFETY AND DISCIPLINE**

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42 Policy 1510/4200/7270, School Safety, applies to all students, school employees, and
43 volunteers while they are taking part in school trips. Students are also subject to the
44 student behavior policies in the 4300 series, the Code of Student Conduct, and all school

45 rules while participating in a school trip. The superintendent shall develop any additional
46 regulations necessary to ensure student safety, provide adequate supervision, and clarify
47 student behavior standards.

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49 **E. TRANSPORTATION AND OTHER ACCOMMODATIONS**

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51 Policy 6320, Use of Student Transportation Services, applies to the use of vehicles for all
52 school trips. Policy 6315, Drivers, applies to all drivers of school buses and activity
53 buses but does not apply to drivers of charter buses who are not subject to school board
54 authority, aside from any agreed upon provisions in the contract with the charter
55 company.

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57 Any contracts with outside companies to provide transportation, lodging, or other
58 accommodations related to a school trip must be approved in accordance with policy
59 6340, Transportation Service/Vehicle Contracts, and policy 6420, Contracts with the
60 Board.

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62 The superintendent shall develop any necessary additional regulations governing
63 transportation on school trips.

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65 **F. CHAPERONES AND VOLUNTEERS**

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67 All chaperones and volunteers accompanying students on school trips must meet the
68 standards established by policy 5015, School Volunteers. The superintendent shall
69 develop any necessary additional regulations governing chaperones and volunteers on
70 school trips.

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72 **G. NON-SCHOOL SPONSORED TRIPS**

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74 A non-school sponsored trip is a trip or tour organized and sponsored by (1) an individual
75 teacher or group of teachers acting as private citizens and not as school employees, (2) a
76 travel agency, or (3) any other individual or association not employed by, sponsored by,
77 or under contract with the board. The board and the school system assume no
78 responsibility or liability for non-school sponsored trips.

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80 Non-school sponsored trips may be promoted or advertised in the schools only in
81 accordance with policy 5240, Advertising in the Schools. Promotional materials may be
82 displayed or distributed in the schools only in accordance with policy 5210, Distribution
83 and Display of Non-School Material. All promotional materials for non-school
84 sponsored trips must prominently state that the trip is not sponsored or endorsed by the
85 school or school system. Moreover, any employee who sponsors or recruits students for
86 a non-school sponsored trip shall notify the students and their parents or guardians that
87 the trip is not sponsored or endorsed by the school or school system and shall obtain a
88 signed acknowledgement from each parent that the trip is not school-sponsored.

89
90 School employees shall not engage in any planning or administrative tasks associated
91 with a non-school sponsored trip during the employee workday. School employees who
92 want to use school facilities to hold a meeting concerning a non-school sponsored trip
93 must follow the process set forth in policy 5030, Community Use of Facilities, and any
94 corresponding regulations. School employees must use eligible leave for any time
95 missed from work during a non-school sponsored trip.

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97 School employees are prohibited from participating in non-school sponsored trips that
98 conflict with instructional school days or are scheduled fewer than 10 school days prior to
99 final exams or other state-mandated assessments.

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101 Students will not be required to participate in any non-school sponsored trip. Students
102 are discouraged from participating in non-school sponsored trips that conflict with
103 instructional school days or are scheduled fewer than 10 school days prior to final exams
104 or other state-mandated assessments. Absences for non-school sponsored trips will be
105 designated as excused or unexcused in accordance with policy 4400, Attendance.

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107 Legal References: G.S. 115C-47, -288, -307, **State Board of Education Policy TCS-H-009**

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109 Cross References: School Safety (policy 1510/4200/7270), Goals and Objectives of the
110 Educational Program (policy 3000), Student Behavior Policies (4300 series), Attendance (policy
111 4400), Student Fees (policy 4600), School Volunteers (policy 5015), Community Use of
112 Facilities (policy 5030), Distribution and Display of Non-School Material (policy 5210),
113 Advertising in the Schools (policy 5240), **Drivers (policy 6315)**, Use of Student Transportation
114 Services (policy 6320), **Transportation Service/Vehicle Contracts (policy 6340)**, Contracts with
115 the Board (policy 6420)

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117 Adopted: November 19, 2015

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119 **Revised: [DATE]**

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