

FIELD TRIP APPROVAL AND CANCELLATION**FILE: IIC**

SCHOOL-SPONSORED FIELD TRIPS

The Transylvania County Board of Education recognizes that it is desirable, on occasion, to supplement and extend classroom activities with field trips in order to broaden the educational experiences of students.

Criteria for Approval

Field trips meeting the following criteria are permitted and encouraged. They should:

1. Be relevant to the course of study;
2. Be meaningful learning experiences, which cannot be provided in the local school setting;
3. Be appropriate for the age group involved in the activity;
4. Be reasonable in terms of time, distance, and cost;
5. Be planned with careful consideration of student safety; and
6. Shall not be approved unless all students have the opportunity to participate in a field trip regardless of the student's ability to pay.

Authority to Approve

1. All field trips must receive the prior approval of the principal.
2. Overnight and out-of-state field trips must be approved by the superintendent or the superintendent's designee.

Threat Assessment and Trip Approval/Cancellation

In recognition of the unavoidable dangers of terrorist activity, the sponsor of each school-sponsored field trip involving air travel, travel more than 100 miles from Transylvania County, and/or out-of-state travel should consult the Web site for the U. S. Department of Homeland Security (www.dhs.gov/dhspublic) to determine the coded "threat level" for terrorist activity. When the threat level is "yellow", "orange", or "red", the sponsor must present the Superintendent with all relevant information regarding student safety and supervision for the trip and receive prior, express approval for the trip from the Superintendent. Prior to canceling a trip that received prior approval due to a change in the threat level, the Superintendent will consult with the Board of Education.

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1. **Low Condition (Green)** - This condition is declared when there is a low risk of terrorist attacks. Field trips may be planned and conducted, but staff should refine and exercise, as appropriate, protective security measures.
2. **Guarded Condition (Blue)** - This condition is declared when there is a general risk of terrorist attacks. Field trips may be planned and conducted, but staff should refine and exercise, as appropriate, protective security measures. Staff also should check communications with designated emergency response personnel at field trip destination(s); review and update emergency response procedures; and provide the chaperones, students and parents with any information that would strengthen its ability to act appropriately.
3. **Elevated Condition (Yellow)** - An Elevated Condition is declared when there is a significant risk of terrorist attacks. Field trips may be planned and conducted, but staff should:
 - a. Determine if there will be increased surveillance and security at field trip destination(s);
 - b. Determine if coordinated emergency plans, as appropriate with nearby jurisdictions, are in place; and
 - c. Assess whether the precise characteristics of the threat require the development or implementation of a contingency plan for the field trip, including, but not limited to, going to an alternative destination.
4. **High Condition (Orange)** - A High Condition is declared when there is a high risk of terrorist attacks. If the destination is considered a high risk for a terrorist attack, staff should seriously consider alternative destinations, postponement or even cancellation of an overnight/out-of-town field trip.
5. **Severe Condition (Red)** - A Severe Condition reflects a severe risk of terrorist attacks. Overnight/out-of-town field trips shall be cancelled or postponed until the Condition is removed. Trips that are cancelled due to Condition Red may be appealed to the Superintendent.

The above rules or guidelines are not intended to apply to local/day field trips. However, staff is expected to use good judgment and safety measures appropriate to the condition level when planning and conducting local/day field trips.

Trips Outside the Continental United States

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Field trips outside the continental United States shall not be sponsored or approved by the school system or by any of the individual schools of the school system. Students and/or faculty members who desire to travel as a group to destinations outside of the continental United States may do so in accordance with Section II, "Non-School-Sponsored Tours," of this policy.

Discipline of Students and Field Trips

1. All TCS policies on student conduct apply to field trips.
2. A student suspended from school or assigned to in-school suspension on the day of a field trip shall not be allowed to participate on the field trip.
3. Students shall not be excluded from participating on a curriculum-related field trip unless approved by the principal.
4. If a student violates any TCS student conduct policy or otherwise misbehaves while on a field trip, the student may be immediately suspended from the field trip and sent back to school or home as appropriate, at the student's expense.

Administration of Medications

In accordance with Policy JHCD, the administration of medications while on a field trip is discouraged. However, in the event it is medically necessary for a student to be administered medication while on a field trip, the following rules apply in addition to the provisions of Policy JHCD:

1. **Elementary and Middle School Students** - A school employee shall be assigned the responsibility for the administration of all student medications while on the field trip. This responsibility includes:
 - a. Informing parents of these rules in advance of the field trip and receiving a written request from the parents to dispense the medication(s) during the field trip;
 - b. Creating a list of students who, due to medical necessity, are to be administered medication while on the field trip which includes information regarding the name of the medication, the dosage, the time of administration and any contraindications;
 - c. Storing the medication in a safe and secure location while on the field trip; and
 - d. Dispensing the medication as prescribed by the student's physician, or as needed.

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2. **High School Students** - A school employee shall be assigned the responsibility for supervising the administration of all student prescription medications while on the field trip. This responsibility includes:
 - a. Informing parents of these rules in advance of the field trip;
 - b. Creating a list of students who, due to medical necessity, are to be administered prescription medication while on the field trip which includes information regarding the name of the medication, the dosage, the time of administration and any contraindications;
 - c. Storing the prescription medication in a safe and secure location while on the field trip, unless it is mutually agreed between the school staff and the student's parent that the student is responsible for the security of the medication; and
 - d. Dispensing the medication as prescribed by the student's physician, or as needed, unless it is mutually agreed between the school staff and the student's parent that the student is responsible for the dispensing of the medication.

NON-SCHOOL-SPONSORED TOURS

- A. A "non-school-sponsored tour" is defined as a group tour sponsored by an individual teacher or teachers, a travel agency or any other individual or association, but not sponsored by a school or the Board of Education.
- B. The Transylvania County Board of Education recognizes that it has little or no authority to regulate the travel of teachers and students on weekends, during school holidays and over the summer vacation. The Board further recognizes that non-school-sponsored tours guided by teachers that are specifically designed for students can be educationally beneficial to both teachers and students.

Such tours should be scheduled over weekends, holidays, and summer vacations and should not be scheduled on days when school is to be in session. It is the opinion of this Board that a teacher's responsibility to the students assigned to his or her classes outweighs the benefits which the teacher and the students taking the trip may acquire from the tour. Teachers who sponsor or chaperone such tours on days when school is in session may be granted personal leave in accordance with the State Board of Education regulations, and may be granted a leave without pay for any absences in excess of their accumulated personal leave in accordance with Policy GDBD of this Board.

- C. School employees shall not perform the planning and administration of such tours during an employee's workday, with the exception of promotional activities as described below.

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School employees sponsoring such a tour may post notices, make public announcements and distribute literature about the tour, so long as these promotional activities do not occur during the class time. Promotional information cannot be disseminated over the school or system Web page. **All promotional literature, advertising, and meeting information must contain a statement that the Transylvania County Board of Education does not sponsor or endorse the trip.**

- D. Copies of all promotional literature, advertising, and meeting information shall be filed in the principal's office. It is the responsibility of the individual or groups who sponsor such a tour to notify, in writing, any students and parents who are considering participation on such a tour that the school or the Board of Education does not sponsor the tour.

A liability release form shall be signed by each student and his/her parent/guardian prior to going on the trip. These forms will be filed in the principal's office prior to the trip.

THE BOARD OF EDUCATION ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR NON-SCHOOL-SPONSORED TOURS. INDIVIDUAL EMPLOYEES, STUDENTS, AND PARENTS ASSUME ANY AND ALL RISKS ASSOCIATED WITH SUCH TRAVEL. EMPLOYEES WHO PARTICIPATE ARE ACTING OUTSIDE THE COURSE AND SCOPE OF THEIR EMPLOYMENT WITH THE BOARD OF EDUCATION.

APPROVED BY BOARD
AND EFFECTIVE 10/20/03