

Field Trips Domestic and International Travel

New Hanover County Schools' (NHCS) students and employees have the opportunity to participate in two types of trips: (A) NHCS Sanctioned Field Trips or (B) Non-NHCS Sanctioned Student Trips.

A. NHCS Sanctioned Field Trips

Trips involving NHCS employees and students which are organized and supervised by NHCS employees acting in their capacity as NHCS employees are called NHCS sanctioned field trips and can involve domestic or international travel.

1. NHCS Sanctioned Field Trips Involving Domestic Travel

The New Hanover County Board of Education (Board) requires that the school principal approve or deny field trips based on alignment with mandated educational standards, level of disruption to other education programs and loss of instructional time, availability of funds and availability of transportation. All scheduled field trips require an identified funding source prior to final approval. All field trips shall be initiated and scheduled through the Travel Tracker System located at www.nhcs.net/transportation. The principal shall assign a staff member to be in charge of each field trip. With few exceptions, extended trips that go beyond three (3) school days shall be scheduled during holidays, vacations, or weekends. Any requests for an exception to the three (3) day limit must be processed through, and approved by, the Superintendent or designee.

• NHCS Board Funded Field Trips – Grade K-5

The Assistant Superintendent of Instruction and Academic Accountability shall by July of each school year provide and post a list of Board sponsored field trips on the district's website.

2. NHCS Sanctioned Field Trips Involving International Travel

The Board requires that any international travel be approved by the principal, Superintendent and the Board. Any employee wishing to plan or oversee international travel shall follow the procedures in place and complete all assigned paperwork in the time allotted for proper review and approval. No employee shall advertise, promote, organize or announce international travel until final approval is obtained.

B. Non-NHCS Sanctioned Student Trips

Trips involving NHCS employees and students which are NOT organized or supervised by NHCS employees acting in their capacity as NHCS employees are called Non-NHCS Sanctioned Student Trips.

The NHCS does not prohibit NHCS teachers and other employees from organizing and supervising domestic or international trips with students on their own time as private persons. In addition, students shall not miss instructional time for Non-NHCS Sanctioned Student Trips.

Neither the Board nor its employees have any responsibility or liability for such trips except for the personal liability of participating employees acting as private persons. When a teacher or other district employee wishes to organize, lead, or otherwise promote a Non-NHCS Sanctioned Student Trip the employee must distribute a statement that clearly explains the trip's non-affiliation with NHCS to parents/guardians of all participants. A copy of the statement must be submitted to the principal of each school that a participating student attends and to the Superintendent or designee. Advertisements or meetings for Non-NHCS Sanctioned Student Trips on school grounds is prohibited. Additionally, use of NHCS modes of communication to promote these trips is prohibited.

LEGAL REFS: NCGS 115C-47, NCGS 115C-242, NCGS 115C-247, NCGS 115C-307

CROSS REFS: [Policy 7112 Curriculum Guides and Course Outlines](#), [Policy 8550 School - Sponsored Fundraising Activities International Travel Procedures](#) Domestic Field Trip Procedures

Approved prior to 1986

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