

## PCPS Superintendent's Regulation 6-5.8

## PCPS Field Trips

### Related School Board Policy Number: 6-5.8

PCPS supports the use of field trips to extend the learning opportunities provided in the regular instructional program and to provide opportunities for competition for students in extracurricular programs. Trips shall be approved by the division superintendent or his/her designee.

#### **Process/Procedures:**

Field trips are approved by the school principal and the Code of Student Conduct is applicable for any school division approved field trip.

#### *Privately Sponsored Trips*

The school division does not endorse any privately sponsored trips for students or any student trips that are not a part of the instructional program. The faculty shall not be permitted to solicit students for such trips during the school day. The division superintendent shall emphasize to any interested students and/or parents that trips of this nature are strictly private enterprises.

#### *Overnight Trips*

The School Board generally discourages student trips out-of-state and/or requiring overnight accommodations. However, in those circumstances when such trips present unique educational or extra-curricular opportunities, the division superintendent or his/her designee shall give requests for such trips special consideration.

All overnight field trips must be approved by the principal and superintendent/designee. The School Board approves any field trip that includes travel to another country. Typically this travel only occurs as a result of a partnership with a school in another country.

During overnight trips, the chaperone ratio should be increased to one for every six students. Under an elevated or imminent alert status or when deemed appropriate by school division staff, extra precautions will be taken to ensure the safety of staff, students and chaperones. The school division reserves the right to deny or withdraw field trip approval when it is deemed appropriate.

**Date Issued/Reissued:** April 8, 2019

**Attachments/Links:** [Field Trip Request Form for Overnight Trips](#)

**Legal Reference (if applicable):** NA

**Approval:** Jennifer B. Parish, Ed.D Superintendent