C500-R

SCHOOL TRIPS ADMINISTRATIVE GUIDELINE

A. Types and Qualifications of School Trips

1. Student Day Field Trip – that which occurs within the student day. Approval for Student Day Field Trips is granted by the building principal.
2. Extended Day Field Trip - that which begins before or extends beyond the student day. The duration is no longer than 12 hours and/or with a planned return time to be no later than 9:00 p.m. when school is in session the next day. Approval for an Extended Day Field Trip is granted by the building principal in consultation with the superintendent.
3. Overnight Field Trip - that which entails an overnight stay away from home, involving no more than three days in which school is in session. Typically, overnight field trips are the exception and are usually limited to secondary students. Approval for an Overnight Field Trip may be granted by the Board upon recommendation by the Superintendent.

B. General Requirements for All School Trips

1. The teacher in charge is responsible for the planning, the application for permission, the coordination, and execution of the field trip details, in addition to the supervision of the students.
2. Trips that are not directly related to the curriculum will not be planned during instructional time or planned to occur during the school day unless approved per the guidelines under A above.
3. Board policies and school rules will be observed. Students and chaperones will conduct themselves according to standards of behavior that will secure maximum educational benefits, maintain good public relations, and contribute to individual and group safety.
4. Administrative approval will be received before informing students and parents/guardians. In seeking approval, the sponsor must provide the following:
    a. Destination
    b. Name of group
    c. Teacher in charge
    d. Objectives of the trip and the anticipated outcomes
    e. Cost per pupil
    f. Transportation to be used
    g. Date(s) of trip
    h. Times of departure and return
    i. Arrangements for meals
    j. Ratio of chaperons to students
    k. Names of staff members accompanying
    l. Plans for informing all chaperons with information concerning the field trip

m. Plans for emergencies

In addition, if an Extended or Overnight Field Trip is planned, the following should be included in the request for approval as well as on the permission slip:

n. Detailed itinerary
o. Special clothing or cash needs
p. Specific nighttime procedure
q. Parent/Guardian acknowledgment that, if the student is in violation of the rules, and at the discretion of the chaperone, the student may be sent home at the parent/guardian's expense
r. Parent/Guardian acknowledgement that student/parent/guardian contact information may be used for communication during the trip

5. School-sponsored organizations must limit the time in which students are absent to no more than three (3) school days per year for the organization.

Bluffton-Harrison Metropolitan School District

Adopted: October 14, 2024