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**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY IICA: STUDENT FIELD TRIPS AND EXCURSIONS**

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Board of Education Policy IICA states: The Board of Education approves the use of field trips including those of an overnight nature when necessary. Specific guidelines for field trips will be developed by the Superintendent.

Refer to “Guidelines for Field Trips” for implementation. The Health Services Handbook contains field trip responsibilities for health room personnel.

**PROCEDURES FOR INSTRUCTIONAL FIELD TRIPS**

1. The trip should be a natural outgrowth of the instructional program. Students should have a proper background for the trip if it is to be meaningful.
2. The trip may be used to:
  - serve as an initial or introductory device to stimulate and motivate interest;
  - provide a direct source of information and an opportunity to broaden understanding through first-hand experiences;
  - extend and enrich the program;
  - serve as a culminating activity.
3. The teacher shall provide a field trip instructional plan to the principal that states:
  - the purpose of the trip;
  - the instructional objective;
  - classroom activities that have been implemented before the trip;
  - resources that will be used to enhance or develop the concept being taught;
  - follow-up activities.

4. The trip shall meet the needs of the particular group for which it is planned.
5. The teacher or teachers shall secure as much information as possible about the place to be visited so that the trip may be profitably planned:
  - Are there any special activities or events that might interest students?
  - Can lunch be eaten at the site?
  - What are the hours of the facility?
  - Are there any special rules for large groups?
  - Are there any costs associated with the visitation?
  - Are there on-site medical facilities?

It is desirable for the teacher to make a visit to the site prior to the class trip.

6. The teacher will take reasonable precautions for the safety, comfort, and protection of the students and adults accompanying them. Refer to the section entitled **Responsibilities of the Teacher Regarding Instructional Field Trips**. The assignment of students and adults to a bus should not exceed the seating capacity (44 High School, 51 Middle School, and 58 Elementary School).
7. Important data such as names of students, their phone numbers and addresses, persons to be contacted in an emergency and any pertinent medical concerns shall be gathered and available during the field trip.
8. Advance planning is necessary; therefore, the **Curricular/Extra-curricular Field Trip Request Form** should be submitted to the principal at least thirty (30) school days prior to the day of the trip. A principal may grant special permission for requests submitted after the thirty (30) day time period.
9. All field trips must be *approved* by the principal in advance.
10. The length of time, distance, and the number of activities planned should be *reasonable* for the students involved. **Recommendation:** Bus Coaches instead of school buses should be used on any trip that goes beyond two hours.

11. A field trip should be arranged so that it does not interfere with regular school bus schedules. If the trip schedule does not coordinate with the regular bus schedule, arrangements for students to get home must be made in advance and supervision of the students at school must be provided by staff.
12. An adequate number of chaperones must always be in attendance on the bus. One of the chaperones for each bus must be a staff member. The principal will determine a reasonable staff to student ratio based on the nature of the activity and location. A chaperone is included under Volunteer Level II and must complete a Volunteer Information Form and complete annual volunteer training as outlined in the Volunteer Program Guidelines.
13. The field trip is considered to be an extension of the school day; as such, students, teachers, and chaperones should conduct themselves according to standards of behavior that will help to:
  - comply with all school rules and dress codes;
  - contribute to individual and group safety;
  - secure maximum educational benefits;
  - maintain good public relations.
14. A first aid kit must be available on each bus. It is the responsibility of the bus contractor to supply the first aid kit. A first aid kit must be available for students and chaperones once they leave the bus.
15. Lavatory breaks are essential and should be taken at intervals during the trip.
16. Staff members who are chaperoning field trips are encouraged to carry a cellular phone in case of an emergency.