

FIELD TRIPS and FOREIGN TRAVEL**Part I, Field Trips**

Field trips are to be educational in nature, or directly related to an extracurricular program. Ordinarily, only those trips related to the curricular program are to take place during the school day. Extracurricular trips should take place during non-school time, except where the school is engaged in an approved activity, game, competition, or contest that requires the use of school time. All field trips must comply with this policy regardless of whether they will take place during the regular school term or during the summer months.

Field trips must fall within one of the following categories.

- A. "Extended field trips" are defined as trips outside of West Virginia which are intended to meet instructional objectives.
 1. Extended field trips must be pre-approved by a vote of the Board of Education and must comply with Part II of this policy (Travel Study).
 2. Requests for Board of Education approval must be submitted to the office of the superintendent at least two weeks in advance of the trip by the person responsible for planning the trip; Provided that, activities sanctioned by the West Virginia Secondary Schools Activities Commission are exempt from this provision.
 3. At least ten (10) working days in advance of an approved extended field trip, persons responsible for planning the extended field trip shall make transportation arrangements through their building principal and the transportation department. Such transportation arrangements must comply with West Virginia law.
 4. Parents/guardians must be timely notified of upcoming extended field trips. Persons responsible for planning the in-county field trip shall timely provide parents/guardians with permission slips. Parents/guardians must timely return signed permission slips for their child to participate in trips that occur during the instructional day.
- B. "Out-of-county field trips" are defined as trips within West Virginia but outside of McDowell County which are intended to meet instructional objectives.
 1. "Out-of-county field trips" must be pre-approved by the McDowell County Board of Education.
 2. Requests for the superintendent's approval must be submitted to the office of the superintendent at least one calendar month in advance of the trip by the person responsible for planning the trip; Provided that, activities sanctioned by the West Virginia Secondary Schools Activities Commission are exempt from this provision.
 3. At least ten (10) working days in advance of an approved out-of-county field trip, persons responsible for planning the out-of-county field trip shall make transportation arrangements through their building principal and the transportation department.
 4. Parents/guardians must be timely notified of upcoming out-of-county field trips. Persons responsible for planning the out-of-county field trip shall timely provide parents/guardians with

permission slips. Parents/guardians must timely return signed permission slips for their child to participate in trips that occur during the instructional day.

- C. "In-county field trips" are defined as trips inside McDowell County with a maximum duration of one (1) school day which are intended to meet instructional objectives.
1. In-county field trips must be pre-approved by the Superintendent.
 2. Requests for the principal's approval must be submitted to the office of the principal at least one calendar month in advance of the trip by the person responsible for planning the trip; Provided that, activities sanctioned by the West Virginia Secondary Schools Activities Commission are exempt from this provision.
 3. At least ten (10) working days in advance of an approved in-county field trip, persons responsible for planning the in-county field trip shall make transportation arrangements through their building principal and the transportation department. Such transportation arrangements must comply with West Virginia law.
 4. Parents/guardians must be timely notified of upcoming in-county field trips. Persons responsible for planning the in-county field trip shall timely provide parents/guardians with permission slips. Parents/guardians must timely return signed permission slips for their child to participate in trips that occur during the instructional day.
- D. "Extracurricular field trips" are defined as trips which occur after the completion of the regular instructional day, after the completion of the school term, or on a non-instructional day. These trips are non-instructional in nature and involve social or recreational activities. Interscholastic activities sanctioned by the West Virginia Secondary Schools Activities Commission will be considered extracurricular field trips regardless of the time during which such activities occur, and such sanctioned activities which are scheduled on instructional days by the commission shall be exempt from the non-instructional time provisions of this policy. For extracurricular trips lasting longer than one (1) day that occur outside of West Virginia, persons responsible for planning such trips shall follow the extended field trips procedure. This includes those trips for athletic or band activities.

Part II, Travel Study Trip

"Travel study trip" is defined as any foreign travel outside of the continental United States or that meets the definition of "extended field trips" in Part I of this policy. Every travel study trip must have the prior approval of the affected principal, the superintendent, and the McDowell County Board of Education.

"Sponsor" is defined as the teacher or other professional employee who is responsible for the travel study trip.

- A. Sponsors may propose a travel study trip which he/she feels will be of educational or cultural value to students. Such proposals must be made in writing and submitted to the office of the superintendent at least 3 months in advance of the proposed trip. Such proposals shall be made on a form prepared by the office of the Superintendent. The sponsor shall be responsible for all planning, coordination, and collection of funds necessary for a travel study trip.
- B. A travel study trip that is specifically designed for students enrolled in classes of a particular subject area shall be open to students in this order:
 1. Students enrolled in the sponsor's classes within that subject area;
 2. Other McDowell County student who are enrolled in classes within that same subject area;

3. Other students within the sponsor's school; and
4. All other McDowell County pupils.

The foregoing notwithstanding, a trip sponsor may limit the number of students participating in a travel study trip in his/her trip proposal and may refuse a travel study trip application from any student whose disciplinary, academic, and/or attendance records reasonably indicate that he/she is not well-suited to participate. Unless the superintendent grants an exception for good cause, the number of students on a travel study trip shall not be permitted to exceed thirty-five (35) students.

- C. A sponsor shall distribute and collect the following forms and then file them with the proper persons for an approved travel study trip:
 1. Parents' Consent and Authorization for Travel Forms
 2. Student Emergency Medical Treatment Forms
- D. Whenever feasible, sponsors shall plan travel study trips to occur during school calendar vacation days.
- E. Students shall abide by the Student Code of Conduct and all other Board of Education policies applicable to students at all times while on a travel study trip.
- F. School employees shall abide by the Employee Code of Conduct and all other Board of Education policies applicable to employees at all times while on a travel study trip.
- G. Travel study trips shall be required to have at least one (1) adult chaperon for every ten (10) students.
- H. For trips outside of the continental United States, the students and their parents shall be entirely responsible for all costs associated with the student's participation in such trips, including any related trip insurance.
- I. A sponsor shall supply each participating student's parents with a detailed itinerary including, but not limited to a list of names, addresses, and phone numbers for all hotels on the itinerary.
- J. For approved travel study trips, the sponsor shall hold a conference to be attended by the affected principal(s), parent(s), and students. At this conference, he/she shall explain fully the following:
 1. What expenses are covered by the price of the trip including emolument.
 2. What expenses are not included in the price of the trip, such as trip insurance, passports, spending money, and fares to the city of departure.
 3. Students' privileges and responsibilities.
 4. Rules for Conduct.
- K. The sponsor shall keep a copy of each student's emergency medical treatment form during any travel study trip.

Adopted: March 25, 2014