

SCHOOL TRIPS

A. School Trips

1. Field trips generally involve taking students to locations other than the regular classroom. For the purpose of this regulation, field trips involve the movement of students beyond the school. A field trip should extend learning opportunities. Field trips must be approved by the principal and Superintendent or designee.
2. Competition trips generally involve the vehicular movement of students to various forms of competitive activities. Competition trips must be approved by the principal and Superintendent or designee.

Types of competition trips are:

Athletic/Academic - Trips which are arranged under the auspices of the Virginia High School League.

Co-Curricular - Other competitive activities involving academic, vocational, or fine arts programs which are not governed by the Virginia High School League regulations.

3. Club trips generally are co-curricular, in nature, but do not involve competitive activities. School clubs are directly related to the instructional activities of the school. Club trips must be approved by the principal and Superintendent or designee.
4. Class trips generally are non-instructional and non-competitive, but are of a social character. Class trips must be approved by the School Board.
5. Overnight Trips
 - a. Athletic and academic competition trips of more than one day duration which involve housing and feeding of students away from home shall be approved by the Superintendent.
 - b. There shall be no school-sponsored overnight trips taken by pupils of Madison County Public Schools, other than those necessary arrangements made for Virginia High School League activities, course-related meetings/competitions and approved clubs/organization activities.
 - c. Only high school students will be permitted to participate in overnight trips unless approved as set forth herein. The middle school principal and superintendent or designee shall approve middle school student participation. Special consideration will be given to middle school students in state, regional, or national competitions.
 - d. There should be a minimum of one school-approved adult chaperone per ten (10) students.
 - e. Every effort should be made to avoid requiring high school students to spend more than two school nights away from home for athletic contests, academic meets, and other activities under the general authority of the Virginia High School League.
 - f. Provisions should be made for students who cannot afford the cost of overnight high school trips.
 - g. Special consideration will be given to middle school students in state, regional, or national competitions. Consideration must be approved by principal and Superintendent or designee.

(continued)

MADISON COUNTY SCHOOL BOARD

B. Planning

Teachers and sponsors are expected to carefully plan school trips within the following guidelines:

1. Requests (see IICA-F) for a field trip shall be submitted to the School Board office two weeks in advance.
2. An educational purpose shall be stated for the trip.
3. Follow-up activity(ies) shall bring closure to the instructional school trip. Teachers and sponsors are expected to evaluate school trips.
4. Weather conditions, chaperons, feeding of pupils, rest stops, itinerary, and provisions for emergencies shall be carefully considered during the planning process.
5. School trips will not be approved for the last day of the school term with the exception of scheduled competition trips.
6. School trips scheduled for school days when schools are closed for emergencies shall be canceled or rescheduled.
7. If a school trip is canceled or rescheduled, the principal will contact Transportation to make arrangements, if necessary.
8. No student may participate in school trips without prior written consent of the parent or guardian.
9. Participation in trips is a privilege. Failure to meet standards of conduct may result in the students loss of that privilege.
10. There will be a minimum of one (1) adult chaperone per fifteen (15) students for all school trips except overnight trips where there shall be a minimum of one (1) adult chaperone per ten (10) students.
11. School buses are perfectly suited to handle many school trips and inappropriate for others. There are times when the use of a commercial coach is the only practical option.
12. Principals will insure that no student is denied participation on a school trip because of the expense of the trip.

C. Exceptions

Any request for an exception to the above regulations shall follow normal procedures and must be approved by the school board. Such requests shall be submitted to the superintendent or his designee at least two (2) weeks prior to the next regularly scheduled school board meeting.

D. Cost to Student for Field Trips

For any field trip requiring fundraising activities, the out-of-pocket expenses for students shall be a consideration.

E. Field Trip Opt-Out Regulation

Regardless of the trip or instructional goals, any parent may opt his/her child out of a trip. If a student, with approval of his or her parent, does not go on a field trip, the student's grade will not be affected because of his/her non-attendance.

F. Any trip may be postponed or canceled by the Superintendent only within 24 hours of the trip departure, for the safety and welfare of the students.

Superintendent Approved Regulation: September 13, 2010

Superintendent Approved Revised Regulation: March 12, 2012