

TRIPS

Trips are to be used to extend learning opportunities in the regular instructional programs and to provide opportunities for competition for students in extra-curricular programs. The teacher and principal must consider the educational value of the trip based upon the standards and objectives of the classroom, the distance, time and expense of the trip and the availability of learning resources when determining the appropriateness of a trip for the students. A trip is defined as any time a student leaves the school grounds for a school activity including athletics.

Transportation Guidelines:

- All trip requests for transportation must be submitted in writing to the Director of Transportation or designee using the Hardy County Schools Transportation Request Form, SB 100. All trips MUST have SB Form 100 submitted before they will be approved. In order to ensure transportation requests are approved, requests should be made two (2) weeks prior to the actual trip. All modes of transportation must be approved by the Director of Transportation to be certain proper insurance and safety devices are available.
- All trips submitted on SB form 100 must have the Principal's approval before being submitted to the Superintendent.
- International trips must be presented to the Board of Education for approval.
- The Superintendent reserves the right to have any trip reviewed/approved by the Board of Education.
- Trips exceeding 250 miles round trip and/or 12 hours travel time must be approved by the Principal and submitted to the Superintendent for approval. To ensure approval, these trips must be submitted two (2) weeks prior to the trip.
- Trips requiring an overnight stay must have the approval of the Principal and the Superintendent.
- All trips must include the funding source for expenses. The cost of trips will be based upon the fees established by the Board for the cost of the driver and the cost of the use of the bus as set by the Board.
- Trips using a bus as the means of transportation must have at least one person employed by Hardy County Schools (preferably a classroom teacher), other than the driver, riding in the vehicle.
- Academic trips will be limited to a maximum of one per teacher per year. Exceptions to this must be approved by the Principal and submitted to the Superintendent for special approval. Athletic trips, academic competition trips and Career and Technical Education competition trips must have the approval of the Principal and the Superintendent.
- In-county band and choral music trips require the approval of the Principal and Superintendent and are unlimited. Out-of-county trips are limited to two (2) during the school year. Exceptions must have the Principal's and the Superintendent's approval.
- The Principal may approve the use of a permission slip to cover multiple trips during the school day as part of a teacher's instructional plan.

Student Guidelines:

- All students must have parent/guardian permission to participate in a trip.
- All students participating in the trip must have on file with the school a Basic Student Information Form which must accompany the student on the trip.
- All students participating in a trip must travel to and from the event with the group unless written permission has been given to the person in charge by the parent/guardian of the student prior to leaving for the trip. The parent/guardian must provide information that includes the name of the person who will be accepting and taking full responsibility for the student they are removing from the group.
- The ratio for student and teachers/chaperones is as follows:

PreK-5	1 teacher/chaperone for every 4 students
6-8	1 teacher/chaperone for every 10 students
9-12	1 teacher/chaperone for every 20 students
9-12	1 teacher/chaperone for every 12 students for <u>overnight</u> trips
- At least one teacher/chaperone must be available to deal with emergencies and other matters that develop without the responsibility of assigned students.
- If the group on the trip is a mixed group of male and females, teachers/chaperones must also be a mix of male and female individuals.
- Students will not be denied the participation in a trip because of lack of families' ability to pay the necessary expenses of the trip. This excludes national and international trips; administrative decisions factor also.

Chaperone Guidelines:

- All chaperones must be the parent/ guardian or grandparents of one of the students participating in the trip or be 18 years of age and have passed a background check within the last 12 months.
- All trips must have at least one employee of Hardy County Schools participating.
- Hardy County School employees must take miscellaneous personal leave to chaperone a trip involving their child unless they are a teacher or sponsor of the group taking the trip.
- Teachers/chaperones are responsible for the health and safety of the students they have been assigned.
- The ratio of teachers/chaperones to students must be followed for all trips.
- The Superintendent may grant a waiver to the student/teacher ratio when the trip activity limits the number of adults and/or students or when students will be under the direct supervision of a school employee when participating in the activity.

SOURCE: Board of Education Minutes

DATE: October 11, 1999 – April 1, 2002 – July 30, 2012 – January 7, 2013 – March 18, 2019 – November 18, 2019 – November 13, 2023