

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Field Trips
ADOPTION/EFFECTIVE DATE: July 7, 1993 Revised: May 4, 2011
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students

A. Purpose

1. The purpose of this policy is to establish a rationale and framework for planning and carrying out field trips.

B. Policy Statement

1. All field trips planned and sponsored by the public schools of Queen Anne's County shall comply with established procedures.

C. Rationale

1. Field trips serve as an important component of the instructional program. They may be an outgrowth of classroom experiences or an introduction to future learning.
2. When properly planned and related to the subject to be studied, field trips may provide learning experiences that extend and enrich understandings.

D. Definitions

1. **School-sponsored** means any activity which has a staff member assigned as an agent of the school, and has been approved by the principal and/or the superintendent.
2. **Field Trip** is a school-sponsored activity that is directly related to the instructional program. A field trip may be an extended day or an overnight trip.
3. **Student Organization Trip** is an activity which provides extended opportunities related to an officially recognized school organization. Participation is usually limited to members of the organization or club. Student organization trips should be scheduled for nonschool days.

E. Implementation

1. Careful planning is required prior to any field trip. Appropriate follow-up activities will be included in the plans. The trip should be considered educationally-relevant.
2. Any school-sponsored field trip must have sufficient number of approved chaperones, including school personnel. The number of chaperones will be determined by the principal.

3. Students are considered to be representing the school anytime they are involved in functions away from their home school.
4. All school rules will be adhered to by students, chaperones and school staff, including conduct and the prohibition of intoxicants and smoking. While field trips serve as an enhancement to the curriculum, participation is a privilege.
5. Day or extended day field trips require the prior approval of the principal. Information should be sent to the appropriate content supervisor.
6. Overnight field trips require the prior approval of the Board of Education in accordance with established procedures and timelines.
7. The Superintendent is responsible for drafting implementation procedures for this policy.

F. Evaluation

1. The Superintendent will provide the Board of Education a review of this policy by August 2015. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

