

QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

Policy Title: Field Trips
Policy No.: 618

Scheduled Reads

1st Read: March 6, 2024
2nd Read: April 10, 2024
Approval: May 1, 2024

Attachment(s): [Click or tap here to enter text.](#)

AGENDA ITEM FOR THE BOARD OF EDUCATION

 X **Information/Review** *(This is the first reading for this policy before being posted on the school district's website for the public comment period, after which it will be brought back to the Board for the second reading with any revisions as appropriate.)*

 Second Reading *(This is the second reading for this policy. Edits as a result of public comment are included. Also included are recommended edits by Board members or Administration.)*

 Action *(The Superintendent recommends approval of this Policy subject to final edits for format and style.)*

STAFF PRESENTATION: Dr. Marcia Sprankle
FISCAL IMPACT: None BUDGETED: N/A
DOLLAR AMOUNT: N/A BUDGET SOURCE: N/A

SUBJECT:
Field Trips

BACKGROUND:
Policy 618 Field Trips is being updated.

DISCUSSION:
Policy 618 Field Trips has not been updated since July 1993.

POLICY Board of Education of Queen Anne's County

Responsible Office:	Curriculum & Instruction
----------------------------	--------------------------

FIELD TRIPS

I. PURPOSE

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

II. POLICY STATEMENT

All school planned field trips, ~~planned and sponsored by under the purview of the public schools of Queen Anne's County~~ Public Schools shall comply with established procedures.

Field trips serve as an important component of the instructional program. They ~~are an extension~~ ~~may be an outgrowth~~ of classroom experiences or an introduction to future learning.

When properly planned and related to the subject to be studied, field trips may provide learning experiences that extend and enrich ~~student understanding~~ ~~understandings~~.

III. DEFINITIONS

- A. *School-sponsored* – 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.
- B. *Field Trip* – a school-sponsored activity that is directly related to the instructional program. A field trip may be an extended day or an overnight trip.
- C. *Student Organization Trip* – an activity which provides extended learning 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 non-school days.

IV. POLICY ELEMENTS

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.

Any school-sponsored field trip must have a sufficient number of approved chaperones, including school personnel. The number of chaperones will be determined by ~~the principal~~ ~~central office~~.

Students that have a medical diagnosis that requires supervision or intervention must have either a parent/family member attend. In the event that the parent or family member cannot attend; a school nurse or substitute nurse will attend. No nurse will be provided for after school or weekend field trips.

Students are considered to be representing the school anytime they are involved in functions away from their home school.

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.

Day or extended day field trips require the prior approval of the principal or designee, ~~the appropriate~~ content supervisor, and ~~the assistant superintendent~~.

Overnight field trips require the prior approval of the Board of Education in accordance with established procedures and timelines.

V. IMPLEMENTATION

The Board directs the Superintendent to implement this policy.

VI. POLICY REVIEW

The policy is to be reviewed by the responsible office every four years after its initial adoption.

VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS

VIII. EFFECTIVE DATE

Date: Click or tap here to enter text.

Patricia W. Saelens, Ed.D.
 Superintendent, Queen Anne’s County Public Schools

HISTORY:

			05/04/2011				
Initial Adoption	07/07/1993	Revised	02/27/2024	Reviewed	--/--/----	Next Review	02/27/2028

