

QUEEN ANNE’S COUNTY PUBLIC SCHOOLS

Policy Title: Overnight Field Trips
Policy No.: 628

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 628 Overnight Field Trips is being updated.

DISCUSSION:
Policy 628 Overnight Field Trips has not been updated since May 1995.

POLICY Board of Education of Queen Anne's County

Responsible Office:	Curriculum & Instruction
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OVERNIGHT **FIELD TRIPS**

I. PURPOSE

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

II. POLICY STATEMENT

All overnight student trips sponsored by ~~the~~ a school organization or group must have prior approval of the school principal, **content supervisor, assistant superintendent**, and the Board of Education of Queen Anne's County.

III. DEFINITIONS

- A. *Overnight Field Trip*** – any school-sponsored trip that results in students being away from their school location between the hours of 12:00 midnight and 6:00 am. This does not include late returning athletic trips.

IV. POLICY ELEMENTS

A formal request for an overnight trip involving students must be submitted for approval prior to the first Wednesday of the month preceding the proposed trip.

The request shall include the purpose of the trip, number of students, means of travel, detailed itinerary, intended lodging to be used each night, total cost of trip and funding sources.

All **overnight out-of-state** trips require three (3) month prior approval. Should any group need an overnight trip to continue competition it will be considered on a case-by-case basis provided information is provided as soon as possible.

School nurses do not attend overnight trips. Parents of students with medical concerns should discuss these concerns with the lead faculty member so they are prepared to address the student's medical needs.

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

N/A

VIII. EFFECTIVE DATE

Date: Click or tap here to enter text.

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

HISTORY:

Initial Adoption	05/03/1995	Revised	02/27/24	Reviewed	--/------	Next Review	02/27/28
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