

# **POLICY Board of Education of Queen Anne's County**

<b>Responsible Office:</b>	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 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 or early departing trips (athletics, band, etc.).

### **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 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**

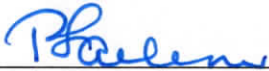
The policy is to be reviewed by the responsible office every four years after its initial adoption.

**VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS**

N/A

**VIII. EFFECTIVE DATE**

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

**HISTORY:**

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