

Series 5000 - Instructional Programs

Section 5300 - Student Activities

Policy 5302 - Field Trips

- 5302.1 Field trips are to be educational in nature or directly related to the extracurricular program. Only those trips that stem from the curricular program are to be permitted on school time. All extracurricular trips should be confined to non-school time, except where the school is engaged in an activity, competition, or contest that requires the use of school time. Trips for the purpose of foreign travel outside the continental United States are excluded from this policy. Please refer to Harrison County Board of Education Policy, 5301: Travel Study. Field trips must fall within one of the following categories.
- 5302.2 Extended field trips are defined as trips to meet instructional objectives and are outside the State of West Virginia.
- 5302.2.1 **THESE ACTIVITIES **MUST** BE APPROVED SPECIFICALLY BY THE BOARD OF EDUCATION AND COMPLY WITH FILE: 5302 – TRAVEL STUDY.** Requests for Board of Education approval and school bus transportation **must** be submitted one month in advance of the trip. Only those activities sanctioned by the West Virginia Secondary Schools Activities Commission are exempt from this provision. However, the principal is responsible for arranging school bus transportation through the Transportation Department at least ten (10) working days in advance or ensuring that the person(s) transporting the students is an employee of the Harrison County Board of Education or is a Board approved volunteer. The provisions of this section and Policy 5301, Travel Study, shall apply regardless if the extended field trip is planned for the regular school term or during the summer months.
- 5302.3 In-county field trips are defined as any trip to meet instructional objectives and are within Harrison County with a maximum duration of one (1) day.

5302.3.1 THESE TRIPS MUST BE APPROVED BY THE RESPECTIVE BUILDING PRINCIPAL. The principal is responsible for arranging school bus transportation through the Transportation Department at least ten (10) working days in advance or ensuring that the person(s) transporting the students is an employee of the Harrison County Board of Education or is a Board approved volunteer. The principal will further ensure that parents are notified of the impending field trip and parents' consent slips are obtained if the activity occurs during the instructional day.

5302.4 Out of county field trips are defined as any trips to meet instructional objectives but require travel outside of Harrison County but within West Virginia. These requests must be approved by the superintendent. Requests for the superintendent's approval and school transportation requests must be submitted one month in advance of the trip. Only those activities sanctioned by the West Virginia Secondary Schools Activities Commission are exempt from this provision. However, the principal is responsible for arranging school bus transportation through the Transportation Department at least ten (10) working days in advance or ensuring that the person(s) transporting the students is an employee of the Harrison County Board of Education or is a Board approved volunteer. This applies not only during the regular school term, but also during summer months. (\*Note: Activities such as ski trips related to life sports classes which are outside the county and are recreational in nature will not be approved if scheduled on instructional time. However, additional time may be included with the instructional field trips for recreational activities pending the completion of instructional time during the day.)

5302.5 Extracurricular field trips are defined as trips which occur after the completion of the regular instructional day, after the completion of the school term, or on a non-instructional day. These trips are non-instructional in nature and involve social or recreational activities. Interscholastic activities under the jurisdiction of the West Virginia Secondary Schools Activities Commission will be considered extracurricular field trips. However, those activities which are scheduled on instructional days by the commission shall be exempt from the non-instructional time provision.

5302.6 The principal will follow the procedure for extended field trips if the extracurricular trip is of longer duration than one (1) day and is outside the state. This includes those trips for athletic or band activities.

Approved by Harrison County Board of Education

Effective Date: June 25, 2002

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