

## FIELD TRIP REGULATION

A field trip requires thoughtful selection and careful advance preparation. The use of school trips is to extend opportunities for learning provided in the regular instructional program, as well as to provide opportunities for students in competitions and extracurricular programs. No student will be denied the opportunity to participate in a field trip because of a lack of funds.

Principals are responsible for ensuring that the following procedures are followed for all field trips/ off-campus activities:

1. Field Trip Applications must be completed and submitted per administrative guidelines to the Office of Instruction for approval prior to student participation in any field trip / off-campus activity. The Office of Instruction will compile an annual report of the field trips taken.
2. Parental notification and signed permission is required for all students participating in any field trip / off-campus activity.
3. All overnight trips and trips requiring students to individually pay a fee greater than \$50.00 shall need the approval of the School Board.
4. The school may accept contributions for such activities to reduce the cost charged per student or for assistance offered to families of students whose parent or guardian is financially not able to pay the fee.
5. School division personnel and chaperones shall provide for student supervision and ensure student safety according to the following guidelines:
  - Prekindergarten through Grade 3 : One adult chaperone per every five students
  - Grade 4 through Grade 12: One adult chaperone per every ten students
6. All chaperones must be approved by completing the Waynesboro Public Schools Volunteer/Mentor Application (Policy IICB/IICC) prior to the field trip. The applications must be on file with approval for the current school year.
7. Schools should provide all chaperones with pertinent field trip information and guidelines regarding expectations for their roles and responsibilities for student supervision.

Adopted: October 14, 1997

Revised: December 13, 2016

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Cross Ref.: IICB/IICC Community Resource Persons/School Volunteers