The Guilford County Board of Education recognizes the field trip as a valuable learning experience provided it is properly planned and carefully executed. Planning would include advance preparation, opportunities for students to assimilate the experience during the field trip, and integration of the experience into the regular classroom program at the conclusion of the trip. Planning would also direct attention to safety, transportation, school lunches, liability, supervision, time away from school and experiences. The principal shall approve field trips only when he/she is assured that these requirements have been fulfilled and that the field trip is an extension of the classroom instructional program.

Usual and customary activities associated with athletics, competitive forensics, music, and other similar experiences are not field trips within the meaning of this policy. Field trips by school clubs, however, must meet the same criteria and be approved in the same manner as all other school approved field trips. All school sponsored trips including co-curricular and extra-curricular trips (such as athletics, etc.) are subject to cancellation or postponement as outlined below under "Approval."

Criteria for Field Trips
Teachers, principals, and administrators shall consider the following criteria in planning and approving field trips. The field trip should:

- relate to a particular aspect of the on-going classroom instruction and the standard curriculum of the school system.
- afford a meaningful learning experience which cannot be provided in the school setting.
- provide activities suitable to the age level of the students.
- be reasonable in terms of length of trip, duration, distance traveled, and cost.
- accommodate students' medical needs.
- provide assurances that no student is denied the opportunity to participate because of an inability to pay expenses associated with the cost of the field trip.

Written Permission
Because the safety of the students is a primary consideration in the approval of and carrying out of field trips, students must have the written permission of their parents for their participation in each specific field trip.
Student Conduct
The policies, rules, and regulations which the Guilford County Schools or any of its individual schools have adopted concerning student conduct are applicable while students are participating in field trips.

Approval
The sponsoring teacher must hold a preliminary conference with the building principal(s) and secure the principal(s)’ tentative approval before conducting any discussions with students/parents regarding the proposed field trip.

- All field trips within the state must be approved by the school principal.
- Additionally, prior to any notice to students, parents, or the community, overnight and/or out-of-state field trips must have the initial approval of the Superintendent or his/her designee. Final approval must be obtained from the Superintendent or his/her designee at least one month in advance of the date of the trip.
- All school trips are subject to cancellation or postponement by the Superintendent, when emergency or hazardous conditions exist. Such conditions include severe weather warnings and national security alerts that affect the travel area. Staff, parents, and students should be aware of this possibility as any trip is planned.

Absences and Make-Up Work
Participation in an approved field trip shall be considered an excused absence and the student shall be entitled to make up his/her work. Prior to any field trip, arrangements shall be made by the principal and the staff for students to make up any work missed in other classes. Additionally, no student’s grade shall be lowered if the parents do not consent for the student to go on the field trip.

Supervision
The principal must make certain that adequate supervision is provided for all field trips. At least two adults are required per class for a trip. In addition to teachers, parents can fulfill this minimum supervision requirement.

The Superintendent shall develop procedures for the implementation of this policy.