KANAWHA COUNTY BOARD OF EDUCATION POLICY
Excursions--Elementary Schools
Series: J30
Reference:
Issued: 08.22.1991
Revised:
Revision Number:

30.01 **Purpose.**   School excursions are permitted for the purpose of pursuing educational activities which are not available in the traditional school setting.

30.02 **Election to Conduct Excursion.** Principals, with the advice of staff and parents, shall determine the nature and timing of school excursions.

30.03 **Eligibility Guidelines.** Each school shall publish guidelines which shall govern the eligibility of students to participate in school excursions. Such guidelines shall either be included in the school handbook or otherwise distributed to parents at the commencement of each school year. Grades may not be relied upon as the sole criteria for determining eligibility.

30.04 **Out-of-State/Overnight Excursions.** The following requirements must be observed in connection with out-of-state/overnight excursions:

(a) Students in the final year of elementary school shall be permitted to participate in <u>one</u> out-of-state/overnight excursion;

(b) All pertinent Kanawha County Board policies and regulations, including the Student Behavior Policy (Series J25), must be observed by students, participating staff and chaperons;

(c) All participating students and chaperons must have appropriate health and accident insurance;

(d) Safety shall receive prominent consideration in planning all excursion activities. No swimming activities shall be permitted outside the supervision of a certified lifeguard;

(e) No more than three instructional days may be used for an out-of-state/overnight excursion;

(f) One chaperon shall be required for each ten students. At least two chaperons must be school staff members;

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(g) A licensed doctor, nurse or paramedic must accompany the students; and,

(h) Arrangements must be made for proper diet and any special needs of participating students.

30.05 Approval—Out-of-State/Overnight Excursions. All requests for out-of-state/overnight excursions must be submitted to the Department of Elementary Education and Federal Programs at least sixty days in advance of the scheduled departure date. Any failure to observe this requirements hall be reflected in the principals' evaluation. Upon receipt of a request for a school excursion the Department of Elementary Education and Federal Programs shall undertake to determine if the requirements of this policy have been met. If all requirements have been met, the request shall be forwarded to the Superintendent who may recommend Board approval of the requested excursion.

30.06 Out-of-State/Day Excursions. The following requirements must be observed in connection with out-of-state/day excursions:

(a) Students of any grade level are eligible to participate;
(b) The instructional activity conducted on such excursions must be directly related to the appropriate grade level curriculum of the participating students;

(c) Participation shall be limited to one excursion per school year;

(d) The requirements of Section 30.04(b), (d), (h) and Section 30.05 must be observed; and,

(e) One chaperon shall be required for each fifteen students. At least one chaperon must be a school staff member.

30.07 Approval/Out-of-County Excursions. All out-of-county excursions must receive advance approval by the Department of Elementary Education and Federal Programs.

30.08 Transportation/Out-of-County Excursions. All requests for out-of-county excursions transportation shall be made to the Department

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of Transportation at least two weeks in advance of the scheduled departure.

30.09 **Approval/In-County Excursions.** All in-county excursions must receive advance approval from the principal.