

Field Trips

General:

The Portsmouth School Board supports field trips that:

- Meet educational objectives and related to the curriculum;
- Fulfill obligations in inter-scholastic activities; and
- Allow participants and non-participants to carry on their schoolwork with a minimum of lost school time.

The building principal may authorize field trips, with notification to the Superintendent of Schools and upon compliance with field trip request procedures.

Permission for Field Trips:

The teacher, in requesting permission to take a class off school grounds on a field trip, should submit the details of the trip to the Principal pursuant to the field trip request procedures. Upon authorization of a field trip, a signed permission form by the parent or guardian is required for each student participating in the trip. No student may leave the school grounds on a field trip unless a parent or guardian has properly signed the form.

Permission forms of those participating in the field trip shall be maintained on file at the direction of the Principal.

Financial arrangements for field trips must be made prior to the trip at the direction of the Principal. If fees are involved, all necessary funds must be submitted to the Principal prior to the trip. Notice of the availability of scholarships shall be included on field trip permission forms.

Transportation for field trips shall be on a certified school bus with a certified bus driver wherever possible. If transportation is by private vehicle, proof of insurance is required in the amount of \$100,000/\$300,000 in bodily injury and \$100,000 in property damage liability.

Overnight Trips, including On-Site Overnight Events:

Requests for permission for overnight trips and on-site overnight events shall be made to the Superintendent of Schools.

Requests for permission should be made by the Principal or teacher at least one month prior to proposed trip or event, when possible, and include the following:

- Signed permission slips with notification of scholarship opportunities
- Transportation Arrangements
- The staff-to-student ratio, including non-school chaperones
- A list, by name, of all chaperones
- The cost of trip and any fundraising activities associated with financing the trip
- Check of the U.S. State Department Travel Advisory for any international trip
- Local embassy address and telephone number for any international trip
- State the educational objective and how it is related to the curriculum

Upon satisfactory completion of the foregoing, the Superintendent is authorized to grant permission for the trip. The Superintendent may consider other factors in the decision to grant permission including security for the students and staff on the trip.

Motor vehicle transportation for trips shall be on a certified school bus with a certified bus driver wherever possible. If transportation is by private vehicle, proof of insurance is required in the amount of \$100,000/\$300,000 in bodily injury and \$100,000 in property damage liability.