

## INSTRUCTION

Field/Recreation/Class/Athletic TripsA. Generally

Student trips of significant educational value shall be encouraged and student trips of significant recreational value shall be permitted under the rules established by the superintendent. Student safety and proper care of school vehicles shall be primary considerations.

No student who is a member of a group shall be denied the opportunity to participate in a field trip activity of that group because of a lack of funds.

The superintendent shall make an annual report to the school board each summer on field trips approved during the previous year.

B. Overnight Travel

Student travel out of state or requiring overnight accommodations must meet with the prior approval of the superintendent. Requests for student travel outside the continental United States require prior approval by the school board.

C. Privately Sponsored Trips

The board does not endorse any privately sponsored trips for students or any student trips not a part of the instructional program. The faculty shall not be permitted to solicit students for such trips during the school day.

The superintendent shall emphasize to any interested students and/or parents that trips of this nature are strictly private enterprises.

D. Transportation1. School-Owned Buses

The Lynchburg City School Board sanctions the use of school-owned buses for school-sponsored instructional activities both curricular and co-curricular under the following guidelines:

- a. Regular bus runs shall have priority over special trips.
- b. Funds shall be provided in the transportation budget to provide for a reasonable number of school-sponsored instructional and activity trips.
- c. Athletic teams, cheerleaders, or similar student groups may use the school-owned buses for trips after satisfactory arrangements have been made through the transportation supervisor.

## INSTRUCTION

Field/Recreation/Class Trips (continued)

- d. The superintendent shall develop regulations as needed to ensure the safety of the students and proper care of the vehicles when buses are used.

- 2. Commercial Carriers

Commercial carriers may be used when appropriate.

- 3. Privately Owned Cars

- a. Privately owned cars should not be used for class field trips.
- b. Parents or other non-school personnel, may not drive for field trips under any circumstances.

Teachers who transport students on special occasions should refer to Policy # 5-22.

Legal Reference

Virginia Board of Education Regulations, "Governing Pupil Accounting Records." ". . . § 1.2 D. Approval of school-sponsored field trips shall be approved by the school board and recorded in the official minutes. The school board, by duly recorded action, may delegate this authority to the division superintendent, provided, that where such authority is delegated, the division superintendent shall make a written report to the school board on such field trips not less frequently than annually. . . ." (January, 1991)

Code of Va., § 22.1-176. Transportation of pupils authorized; when fee may be charged; contributions; regulations of the Board of Education. --"Transportation of pupils authorized; when fee may be charged; contributions; regulations of Board of Education

A. School boards may provide for the transportation of pupils, but nothing herein contained shall be construed as requiring such transportation except as provided in §22.1-221.

B. When a school board provides transportation to pupils for extracurricular activities, other than those covered by an activity fund, which are sponsored by the pupils' school apart from the regular instructional program and which the pupils are not required to attend or participate in, the school board may accept contributions for such transportation or charge each pupil utilizing such transportation a reasonable fee not to exceed his pro rata share of the cost of providing such transportation. A school board may waive such fees for any pupil whose parent or guardian is financially unable to pay them.

## INSTRUCTION

Field/Recreation/Class Trips (continued)

C. When a school board provides transportation to pupils for field trips which are a part of the program of the pupils' school or are sponsored by such school, the school board may accept contributions for such transportation.

D. The Board of Education shall promulgate such regulations as shall be in the public interest to effect the intent of this section."

Adopted by School Board: June 19, 1973

Revised by School Board: January 6, 1981

Revised by School Board: August 9, 1988

Revised by School Board: April 19, 1994

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