

Curricular/Co-Curricular Trip Approval



Pocahontas County Schools

Policy Excerpt: 2340

The entire policy may be accessed at <https://go.boarddocs.com/wv/poca/Board.nsf/goto?open&id=BNEN9X5DD5C1#>.

The Board shall:

- A. approve all proposed out of county, out of state, and overnight field trips;
 - B. consider field trips which are included in curriculum guides to have been approved in advance;
- All field trips not listed in the curriculum guide must each be approved by the Board.

The Superintendent shall approve all other such trips.

School: _____ Teacher: _____ Class: _____

Destination: (City, State, Program) _____

Field trips should be considered as a method of instruction and be planned with definite objectives determined in advance. Briefly describe the purpose of the educational benefit and how it relates to instructional standards. Attach sheets if necessary. For athletic competitions, standards are not required, overnight, out-of-state and out-of-county trips are required to be board approved in alignment with our county policy.

Date and Time of departure: _____ Date and Time of Return: _____

Total School Days: _____ Total Days: _____

Number of male students: _____ Number of Female Students: _____ Total on Trip: _____

Teacher(s) Responsible: _____

Name(s) of chaperone(s), at least 1 per 8 students. Both male and female chaperones are required for overnight trips involving male and female students. All chaperones must meet code-- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10.

Name	Position/Volunteer	Background Check	Volunteer Training Date

Permission slips from all students must be on be completed 24 hours prior to the trip

Is a nurse needed for the trip for medication? ____ Yes ____ No

How is the trip financed (Describe and specify cost per student.)

Method of Transportation: ____ Bus ____ Car ____ Other

Has Travel Tracker Been Submitted and Approved/Date: _____

(If a private vehicle is used all required documents will need to be submitted with request.) Field trips requiring school bus transportation will require an adult advisor or chaperone on the bus. This includes sporting events (coaches must ride the bus with students). The chaperone or coach will assume the responsibility for supervising students' behavior on the bus and for giving the bus driver needed instructions for the trip.

Approved		Date	
	Signature of Teacher		
Approved		Date	
	Signature of Principal		
Approved		Date	
	Signature of Director of Transportation		
Approved		Date	
	Signature of Director of Child Nutrition		
Approved		Date	
	Signature of Director of K-12 Curriculum		
Approved		Date	
	Superintendent of Schools		

All trip requests must be submitted at least one week in advance to the Executive Secretary, Ollie Barkley, at ollie.barkley@k12.wv.us. Submissions are due at 8:00 AM on Wednesday prior to the scheduled board agenda. Any requests received after the deadline will be added to the following board agenda. Travel is not permitted without prior board approval.