

# Weakley County Board of Education



Monitoring:

Descriptor Term:

## Field Trips and Excursions

Descriptor Code:

4.302

Issued Date:

10/05/2017

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2 Field trips designed to stimulate student interest and inquiry and to provide opportunities for  
3 social growth and development are considered appropriate extensions of the classroom.  
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5 To be educationally beneficial, a field trip requires thoughtful selection, careful advance  
6 preparation of the class, and opportunities for students to summarize the experience at the  
7 conclusion of the trip. To this end, teachers and principals will be expected to consider the  
8 following factors in selecting field trips:  
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- 10 1. Value of the activity to the particular class group or groups;
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- 12 2. Relationship of the field trip activity to a particular aspect of classroom instruction;
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- 14 3. Suitability of the activity and distance traveled in terms of the age level;
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- 16 4. Mode and availability of transportation; and
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- 18 5. Cost
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20 The following guidelines shall be followed in planning and conducting field trips and excursions:  
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- 22 1. Any teacher desiring to take a group of students on an educational field trip must obtain  
23 advance approval of the principal and Director of Schools;  
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- 25 2. The trip must have a definite purpose and reflect careful planning. Students should be  
26 prepared by general class discussion and/or research;  
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- 28 3. If bus transportation is required, the principal or his/her designee shall make the  
29 necessary arrangements;  
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- 31 4. Signed parental permission forms must be obtained for every student making an off-  
32 campus trip beyond the immediate vicinity of the school. The principal shall ensure that  
33 these forms are kept on file for the remainder of the school year. The form for parental  
34 permission must include: purpose, date, time of departure and return, travel plans,  
35 destination, number of chaperones, personal expense involved, rules of conduct and  
36 penalties for violation, and other facts necessary for parents to be fully informed. This  
37 information is to be completed by the school before the form is signed by the parent;  
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- 39 5. Overnight educational trips and chaperones must be approved by the principal and the  
40 director of schools in advance. These groups must be accompanied by at least one regular  
41 staff member and others from the school who are appropriate for adequate supervision  
42 and shall be responsible for student conduct while away. There must be at least one  
43 female and one male chaperone if the trip is for a mixed group;  
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#### 4.302 Field Trips and Excursions

- 1       6. Students shall not be penalized for participating in approved school-sponsored trips and  
2       activities. Teachers shall permit students to make up class assignments missed because of  
3       a trip or activity;  
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- 5       7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the  
6       principal immediately upon returning to school. Serious accidents involving personal  
7       injury must be reported immediately to the principal and/or director of schools. An  
8       emergency shall be dealt with promptly by the teacher or other members of the school  
9       staff by taking appropriate action, including sending the student to the hospital or  
10      summoning medical aid or ambulance. In cases where it is necessary to send the student  
11      to the hospital, reasonable effort must be made to notify the parents.  
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- 13      8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined  
14      in this section must have prior approval of the Director of Schools or his/her designee;  
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- 16      9. Any school-sponsored trip which is out-of-state, or overnight, or exceeds 100 miles one  
17      way must have prior approval by the Board.  
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#### 19 **NON-SANCTIONED FIELD TRIPS**

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21 Non-sanctioned field trips organized by employees acting as independent contractors/agents  
22 involving students on a volunteer, self-supporting basis are not approved by the Board and are  
23 not considered a part of the curriculum. Total responsibility for privately planned field trips or  
24 tours rests with the individual(s) and agency sponsoring them. The Board assumes no legal or  
25 financial responsibilities for non-sanctioned field trips.  
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27 If recruitment of students is sought through the school(s), the request for recruitment shall be  
28 made in accordance with those of private citizens. Recruitment efforts shall not occur during  
29 class time or the employee's work day.  
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#### 41 Cross References:

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43 4.300 Extracurricular Activities  
44 6.200 Attendance