

Obion County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 02/04/08
		Rescinds: 4.302	Issued: 01/08/07

1 The Board encourages field trips designed to stimulate student interest and inquiry and to provide
2 opportunities for social growth and development. Field trips are considered to be appropriate extensions
3 of the classroom and contribute to the board's desired educational goals.

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5 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the
6 class, and opportunities for students to summarize the experience at the conclusion of the trip. To this
7 end, teachers and principals will be expected to consider the following factors in selection field trips:

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- 9 1. Value of the activity to the particular class group or groups;
- 10 2. Relationship of the field trip activity to a particular aspect of classroom instructions;
- 11 3. Suitability of the activity and distance traveled in terms of the age level;
- 12 4. Mode and availability of transportation; and
- 13 5. Cost.

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15 The following guidelines shall be followed in planning and conducting field trips and excursions:

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- 17 1. Any teacher desiring to take a group of students on an educational field trip must obtain
18 advance approval of the principal;
- 19 2. The trip must have a definite purpose and reflect careful planning. Students should be
20 prepared by general class discussion and/or research;
- 21 3. If bus transportation is required, the principal or his/her designee shall make the necessary
22 arrangements. Effective July 1, 2007, transportation for field trips and excursions will be
23 approved by the Board, provided the individual school reimburses the Board for the fee
24 charged for payment of bus drivers. Procedures for paying such costs will be developed
25 by the director of schools.
- 26 4. Signed parental permission forms must be obtained for every student making an off-
27 campus trip beyond the immediate vicinity of the school. The principal shall ensure
28 that these forms are kept on file for the remainder of the school year. The form for
29 parental permission must include: purpose, date, time of departure and return, travel
30 plans, destination, number of chaperones, personal expense involved, rules of conduct and
31 penalties for violation, and other facts necessary for parents to be fully informed. This
32 information is to be completed by the school before the form is signed by the parent;
- 33 5. Overnight educational trips and chaperones must be approved by the principal and Board
34 in advance. These groups must be accompanied by at least one regular staff member
35 and others from the school who are appropriate for adequate supervision and shall be
36 responsible for student conduct while away. There must be at least one female and one
37 male chaperone if the trip is for a mixed group;
- 38 6. Students shall not be penalized for participating in approved school-sponsored trips and
39 activities. Teachers shall permit students to make up class assignments missed because
40 of a trip or activity.
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- 7. All accidents that occur on a school sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or director of schools. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or an ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents.
- 8. Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the director of schools or his/her designee;
- 9. Any nonathletic school-sponsored trip which is both out-of-state and overnight must have prior approval by the Board.

NON-SANCTIONED FIELD TRIPS

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-sanctioned field trips.

If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts shall not occur during class time or the employee's work day.