

# Marion County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Field Trips and Excursions</b>	Descriptor Code: <b>4.302</b>	Issued Date: <b>05/20/03</b>
		Rescinds: <b>4.302</b>	Issued: <b>04/24/01</b>

1 Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth  
2 and development are considered appropriate extensions of the classroom.

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

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- 8 1. Value of the activity to the particular class group or groups;
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- 10 2. Relationship of the field trip activity to a particular aspect of classroom instruction;
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- 12 3. Suitability of the activity and distance traveled in terms of the age level;
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- 14 4. Mode and availability of transportation; and
- 15
- 16 5. Cost.
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18 The following guidelines shall be followed in planning and conducting field trips and excursions:

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- 20 1. Any teacher desiring to take a group of students on an educational field trip must obtain advance  
21 approval of the principal and the Board. Educational field trips, for the day, within Marion,  
22 Hamilton and Sequatchie Counties and Jackson County, Alabama shall be considered local trips  
23 and prior board approval is not required; provided that all other guidelines of this policy are  
24 followed;
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- 26 2. The trip must have a definite purpose and reflect careful planning. Students should be prepared  
27 by general class discussion and/or research;
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- 29 3. If bus transportation is required, the principal or his/her designee shall make the necessary  
30 arrangements. A fee will be charged to the school for mileage when school system buses are used;
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- 32 4. Signed parental permission forms must be obtained for every student making an off-campus trip  
33 beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept  
34 on file for the remainder of the school year. The form for parental permission must include:  
35 purpose, date, time of departure and return, travel plans, destination, number of chaperones,  
36 personal expense involved, rules of conduct and penalties for violation, and other facts necessary  
37 for parents to be fully informed. This information is to be completed by the school before the form  
38 is signed by the parent;
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- 1 5. Overnight educational trips and chaperones must be approved by the Board in advance. These  
2 groups must be accompanied by at least one regular staff member and others from the school who  
3 are appropriate for adequate supervision and shall be responsible for student conduct while away.  
4 There must be at least one female and one male chaperone if the trip is for a mixed group;  
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- 6 6. Students shall not be penalized for participating in approved school-sponsored trips and activities.  
7 Teachers shall permit students to make up class assignments missed because of a trip or activity;  
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- 9 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal  
10 immediately upon returning to school. Serious accidents involving personal injury must be  
11 reported immediately to the principal and/or superintendent. An emergency shall be dealt with  
12 promptly by the teacher or other members of the school staff by taking appropriate action,  
13 including sending the student to the hospital or summoning medical aid or ambulance. In cases  
14 where it is necessary to send the student to the hospital, reasonable effort must be made to notify  
15 the parents;  
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- 17 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this  
18 section must have prior approval of the superintendent or his/her designee;  
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- 20 9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval by  
21 the Board; and  
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- 23 10. Field trips requiring Board approval may be approved by the Executive Committee if there is not  
24 sufficient time to secure Board approval.  
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Cross References:

Extracurricular Activities 4.300  
Attendance 6.200