

Crockett County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 09/30/96
		Rescinds:	Issued:

1 Field trips designed to stimulate student interest and inquiry and to provide opportunities for social
2 growth 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 the
5 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;
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- 23 2. The trip must have a definite purpose and reflect careful planning. Students should be prepared
24 by general class discussion and/or research;
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- 26 3. If bus transportation is required, the principal or his/her designee shall make the necessary ar-
27 rangements. A fee will be charged to the school for mileage when school system buses are
28 used;
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- 30 4. The principal has the responsibility to notify the parent of the time, place and purpose of each
31 field trip;
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- 33 5. Overnight educational trips and chaperones must be approved by the principal and the director
34 of schools 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 responsible
36 for student conduct while away. There must be at least one female and one male chaperone if
37 the trip is for a mixed group;
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- 39 6. Students shall not be penalized for participating in approved school-sponsored trips and activi-
40 ties. Teachers shall permit students to make up class assignments missed because of a trip or
41 activity;

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3 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the
4 principal immediately upon returning to school. Serious accidents involving personal injury
5 must be reported immediately to the principal and/or director of schools. An emergency
6 shall be dealt with promptly by the teacher or other members of the school staff by taking
7 appropriate action, including sending the student to the hospital or summoning medical aid
8 or ambulance. In cases where it is necessary to send the student to the hospital, reasonable
9 effort must be made to notify the parents.
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11 8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in
12 this section must have prior approval of the director of schools or his/her designee;
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- 14 9. Any school-sponsored trip which is both out-of-state and overnight must have prior approval
15 by the principal.
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Cross References:

Extracurricular Activities 4.300

Attendance 6.200