

Van Buren County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 06/17/99
		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
5 of the class, and opportunities for students to summarize the experience at the conclusion of the
6 trip. To this end, teachers and principals will be expected to consider the following factors in select-
7 ing field trips:

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

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- 21 1. Any teacher desiring to take a group of students on an educational field trip must obtain
22 advance approval of the principal;
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- 24 2. The trip must have a definite purpose and reflect careful planning. Students should be pre-
25 pared by general class discussion and/or research;
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- 27 3. If bus transportation is required, the principal or his/her designee shall make the necessary
28 arrangements. A fee will be charged to the school for mileage when school system buses are
29 used;
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- 31 4. Signed parental permission forms must be obtained for every student making an off-campus
32 trip beyond the immediate vicinity of the school. The principal shall ensure that these forms
33 are kept on file for the remainder of the school year. The form for parental permission must
34 include: purpose, date, time of departure and return, travel plans, destination, number of
35 chaperones, personal expense involved, rules of conduct and penalties for violation, and other
36 facts necessary for parents to be fully informed. This information is to be completed by the
37 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 direc-
40 tor of schools in advance. These groups must be accompanied by at least one regular staff
41 member and others from the school who are appropriate for adequate supervision and shall

1 be responsible for student conduct while away. There must be at least one female and
2 one male chaperone if the trip is for a mixed group;

3 6. Students shall not be penalized for participating in approved school-sponsored trips and
4 activities. Teachers shall permit students to make up class assignments missed because
5 of a trip or activity;

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7 7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the
8 principal immediately upon returning to school. Serious accidents involving personal injury
9 must be reported immediately to the principal and/or director of schools. An emergency
10 shall be dealt with promptly by the teacher or other members of the school staff by taking
11 appropriate action, including sending the student to the hospital or summoning medical
12 aid or ambulance. In cases where it is necessary to send the student to the hospital, rea-
13 sonable effort must be made to notify the parents.

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15 8. Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in
16 this section must have prior approval of the director of schools or his/her designee;

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18 9. Any school-sponsored trip which is both out-of-state and overnight must have prior ap-
19 proval by the Board.
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44 Cross References:

45 Extracurricular Activities 4.300
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