

# Hardin 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>08/04/08</b>
		Rescinds: <b>4.302</b>	Issued: <b>11/04/02</b>

## *Academic/Instruction Related Trips*

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

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

1. Value of the activity to the particular student group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost - Cost per student shall not be calculated so as to include the payment of the cost of any school personnel, or others, except the sponsor(s) of the group or club which takes the trip.

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

1. Any teacher desiring to take a group of students on an educational field trip must obtain advance approval of the principal;
2. The trip must have definite purpose and reflect careful planning. Students should be prepared by general class discussion and/or research;
3. If bus transportation (alternate transportation for students is not allowed) is required, the principal or his/her designee shall make the necessary arrangements. A fee will be charged to the school for mileage when school system buses are used;
4. (a) Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: medical release, purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent;

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(b) In addition, each student shall sign a form acknowledging that s/he has received, read, understood and will abide by the rules of conduct for the trip.

5. Overnight educational trips must be approved by the principal and appropriate supervisor. These groups must be accompanied by at least two (2) certified staff members and others from the school who are appropriate for adequate supervision and shall be responsible for student conduct while away. Chaperones/staff must be present within a reasonable range at a ratio of no less than 1 per 15 students. Any exception must be approved in advance by the director of schools.
6. Students participating in approved school-sponsored trips and activities shall be permitted to make up class assignments;
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 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 ambulance. In cases where it is necessary to send the student to the hospital, every reasonable effort must be made to notify the parents.
8. Care should be taken to assure that school trips are student oriented rather than adult excursions of faculty vacations. The following suggestions will facilitate compliance with this guideline:
  - a. Limit the number of chaperones to those truly necessary;
  - b. Limit chaperones to those who are faculty, parents, or legal guardians;
  - c. Open the trip option to other students rather than to an unnecessarily large group of adults;
  - d. Permit no children except those students for who the trip is planned; and
  - e. Invite no students from other school systems.
9. Non-sanctioned field trips organized by employees acting as independent 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 trips or tours rest with the individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-sanctioned trips.