

Dickson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 04/22/21
		Rescinds: 4.302	Issued: 04/26/12

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. To the extent that
3 they provide the most effective means for accomplishing general curriculum objectives, field trips may
4 be authorized by the building principal.

5 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation
6 of the class, and opportunities for students to summarize the experience at the conclusion of the trip.

7 To this end, teachers and principals will be expected to consider the following factors in selection of
8 field trip:

- 9 1. Value of the activity to the particular class group or class groups;
- 10 2. Relationship of the field trip activity to a particular aspect of classroom instruction;
- 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.

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

- 15 1. Any teacher desiring to take a group of students on an educational field trip must obtain
16 advance approval of the principal.
- 17 2. The trip must have a definite purpose and reflect careful planning. Student should be prepared
18 by general class discussion and/or research.
- 19 3. If bus transportation is required, the principal or his designee shall make the necessary
20 arrangements. A fee will be charged to the school for mileage when county school buses are
21 used.
- 22 4. Signed parental permission forms must be obtained for every child making an off-campus trip.
23 (“off campus trips” for the purpose of this policy does not include a student traveling between
24 adjoining campuses.) It is the responsibility of the principal to ensure that these permission
25 forms are kept on file for the remainder of the school year. The form of parental permission
26 must include: purpose, date, time of departure and return, travel plans, destination, number of
27 chaperones, personal expense involved, and other facts necessary for parents to be fully
28 informed. This information is to be completed by the school before the form is signed by the
29 parent.
- 30 5. Overnight and out of state educational trips must be approved by the principal, Director of
31 Schools and Dickson County Board of Education in advance. These groups must be
32 accompanied by at least one (1) regular staff member and others appropriate for adequate
33 supervision from the school who shall be responsible for student conduct while away. There
34 must be at least one (1) female and one (1) male chaperone if the trip is for a mixed group.

- 1 6. Students shall not be penalized for participating in approved school-sponsored trips and
2 activities. Teachers shall permit students to make up the class assignment missed by reason of a
3 trip or activity.
- 4 7. All accidents that occur on a school-sponsored trip should be reported by the teacher to the
5 principal immediately upon returning to school. Serious accidents involving personal injury
6 should be reported immediately to the principal and/or Director of Schools. An emergency shall
7 be dealt with promptly by the teacher or other members of the school staff by taking
8 appropriate action including sending the student to the hospital or summoning medical aid or
9 ambulance. In cases where it is necessary to send the student to the hospital, every effort must
10 be made to notify the parents.