

Wilson County Board of Education

Policy Description:

Field Trips and Excursions

Page 1 of 2

Policy Number:

4.302

Amended Date:

06/02/08

Rescinds:

400-I-I

Issued: 08/96

1 It is the intent of the Board to broaden educational experiences by providing opportunities for certain field trips.
2 Principals shall approve or disapprove field trip requests unless otherwise stated in this policy:

3 4 DEFINITIONS

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- 6 1. Field trips are school sponsored, off-campus group learning activities which supplement, extend, or
7 enrich the regular instructional program in a manner not possible within the school setting;
 - 8 2. Co-curricular competitions¹ are events approved and organized by the school which are an extension of
9 a course with academic credit;
 - 10 3. Extra-curricular competitions² are events approved and organized by the school which are *not* related to
11 a course for academic credit or not included in TSSAA post-season activities. Regular and post-
12 season athletic events under the sanction of the Tennessee Secondary School Athletic Association
13 (TSSAA) or Middle School Athletic Association (TMSAA) shall be scheduled through the school Athletic
14 Director unless they are overnight trips.

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¹ If students are entering regional or state competition which is open to all schools in Tennessee (all state chorus, band, HOSA, FBLA, FFA, etc.) the trip request should be completed and approved by the principal and forwarded to the director of schools. If transportation outside Wilson County is necessary, the proposed travel arrangements including an itinerary and student/adult ratio must be submitted with the travel request. Requests for invitational competitions must be approved by the principal, director of schools, and the school board before reservations, commitments, deposits, fundraisers, etc., are made. If necessary, and approved by the principal, two (2) days of class may be used for this purpose. The principal may approve, provided the proper forms are submitted in a timely manner, an additional one (1) day, if the competitions are advancing from regional to state level events.

² If a student(s) is/are entering invitational competitions, every effort should be made to avoid conflicts with the academic school calendar. Requests for invitational competitions must be approved by the principal, the director of schools, and the school board prior to reservations, commitments, deposits, fundraisers, etc., being made. Invitational competitions must be scheduled during non-school time. If necessary, no more than two (2) class days of round trip travel to and from the event may be approved by the principal. Invitational competitions which require absence from school will be limited to one (1) per school year per special population. The field trip request, and an official letter of participation with an itinerary, must be sent in at the same time. Rare exceptions to the written procedures may be approved by the director of schools for invitational events that are unique in scope and content.

1 All overnight trips require approval from the director of schools and Board approval.

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3 Trips shall be planned with consideration of the safety of students and chaperones. Trips shall be limited to one
4 (1) per teacher per semester. Field trips made during the school day must have sufficient educational potential
5 to justify the time taken from the classroom instructional program. Trips which are strictly recreational in nature
6 shall not be authorized during the regular student/teacher day. The director of schools may approve additional
7 field trips that are for academic in nature, up to two (2) per year.

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9 Trips shall be planned not to interfere with normal transportation of students to and from school; activity buses, if
10 used, will be assigned on a priority basis with athletic teams being a first priority and school bands being the next
11 priority. If neither of the two is requesting an activity bus, then they may be used by other school groups.

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13 Schools shall not sponsor student trips which extend beyond the geographic limits of the state or more than 100
14 miles from the school site without prior approval of the director of schools and the Board or executive committee.
15 In addition, the following guidelines apply:

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- 17 1. No out of country trips shall be authorized.
- 18 2. No trips shall be allowed extending past midnight or overnight except as approved by the director of
19 schools and the board.
- 20 3. Written permission must be secured from the parent/guardian prior to the school's releasing any child
21 from school for a field trip.
- 22 4. Contributions may be collected from students for participation in field trips; however, no student shall be
23 excluded from a field trip because of failure to contribute toward the cost of the trip.
- 24 5. A minimum of one (1) adult chaperone per fifteen (15) students is required for all trips. The bus driver
25 **cannot** be considered as a chaperone.
- 26 6. School staff members who officially supervise and chaperone students shall have complete knowledge
27 concerning the location of every student in the group at all times. "Complete Knowledge" does not
28 permit entrusting the supervision of small groups of students to non-staff chaperones.
- 29 7. Prior to departure for the return trip, students shall be checked against a master list. If any student is
30 not present, a school employee must remain behind until the missing student(s) have been located and
31 their safety and return assured.

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33 **DEADLINES**

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35 Any request that needs Board approval shall be on the agenda for the Board's regular meeting at least one (1)
36 month in advance of the trip.

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