



FIELD TRIPS AND EXCURSIONS

J-31

In recognition of the fact that well planned, well organized and properly supervised off campus field trips may serve an educational objective by enriching the instructional program, the Mountain Brook Board will permit field trips when they relate to classroom instruction or further the overall educational development of the student; provided that all applicable conditions set forth in this policy are met:

I. CRITERIA FOR APPROVAL

General criteria to be used in assessing the appropriateness of field trips shall include the following:

- A. Field trips proposed as part of a course of study shall fulfill relevant educational objectives which could not be obtained as effectively in the regular classroom setting.
- B. Field trips shall be designed to minimize travel time and distance. For example, if the educational objective can be realized at two or more locations, the location nearest to the school should be selected if possible.
- C. Field trips shall be planned and scheduled to minimize classroom interference and interruption. Within the bounds of safety and convenience, field trips should be scheduled after or apart from the school day if possible.
- D. Field trips shall be planned and scheduled within the health, safety, and welfare of the students as a paramount concern. Specific and careful consideration shall be given in the field trip plan to the following safety concerns, among others:
 - (1) The potential hazards or risks involved at the field trip destination;
 - (2) The potential hazards or risks involved given the time of day and weather conditions which may be anticipated during the field trip;
 - (3) The potential hazards or risks involved in the route to

be followed to and from the field trip destination, including the traffic, physical environment, and other hazards en route;

- (4) The potential hazards or risks involved given the number and age of the students involved and the means or method of transportation for the trip.

II. PROCEDURE FOR APPROVAL

No field trip or excursion shall be permitted unless the following conditions are satisfied:

- A. Field Trip Plan: Field trip sponsors must submit detailed plans setting forth:
 - (1) The nature and educational purpose of the trip;
 - (2) The time schedule of the trip specifying the out-of-class time involved;
 - (3) The group and number of students involved;
 - (4) The school personnel involved;
 - (5) The names of any parent volunteers;
 - (6) A brief itinerary of the trip;
 - (7) The cost to students, if any. If the cost for an individual student will exceed \$50, the approval of the principal and superintendent must be obtained prior to arranging the trip and prior to notification of parents of the proposed trip.
 - (8) The mode or method of travel;
 - (9) Special safety precautions, if any, which will be required.
- B. Parental Permission: A trip permit shall be signed by the parent or legal guardian for each student furnishing permission prior to the trip.
- C. Trip Approval: A field trip plan must be submitted for approval to the proper authority within the time frame required for the type of trip.
 - (1) Approval of Principal: All field trips in-state must first be submitted in writing for approval by the principal at least four (4) weeks prior to the trip.
 - (2) Approval of Superintendent: All field trips which require travel out-of-state must be submitted for approval to the Superintendent in writing at least four (4) weeks prior to the trip.

- D. Post Trip Reports: In the event of an accident or unusual occurrence during a field trip, the principal shall be notified immediately. Upon return from the trip, the sponsor(s) will make a complete report in regard to the accident or unusual occurrence in writing to the principal and superintendent.

Approved: January 9, 1984

Revised: April 21, 1997