

Bartlett City Board of Education		4026
Descriptor Term: FIELD TRIPS, EXCURSIONS, AND COMPETITIONS	Descriptor Code: Instructional Services	Issue Date: 4/24/2014
	Rescinds:	Revised:

- 1 Field trips shall be an enrichment of concepts taught in the classroom and are encouraged and
2 supported by the District. Field trips will be based on established standards for increased student
3 growth and achievement. Field trips will be considered based on: educational benefit, curriculum
4 alignment, celebration of work or achievement, enrichment of school culture, age
5 appropriateness, distance traveled, transportation, cost, and interruption of instructional time.
- 6 School sponsored field trips must be authorized by the Principal and approved by the District
7 Office. The school must have permission slips signed by parent/guardian for each participating
8 student on file as well as emergency contact information.
- 9 Schools may request payment of fees associated with field trips in accordance with applicable
10 State Law, minimum rules and regulations, and Board policy. Requested fees should be kept to
11 a minimum.
- 12 Student safety is a vital concern for the District; therefore, appropriate supervision for school
13 sponsored field trips by teachers, school staff or other District officials shall be required. Additional
14 supervision may be provided by volunteer chaperones.
- 15 Transportation to school-sponsored field trips should be by school or commercial bus. The
16 commercial bus company must be on the District's approved vendor list that is updated on a
17 regular basis.
- 18 If private vehicles are used, an additional ridership permission slip shall be signed by the
19 parent/guardian.
- 20 Field trips sponsored by individuals/entities other than Bartlett City Schools are neither approved
21 nor sanctioned by the District. This shall include, but is not limited to employees acting as
22 independent agents, parent groups, and individuals/entities that recruit and/or solicit the
23 participation of District students and/or staff. The use of the District's name, forms, and/or other
24 information in association with any non-sanctioned field trip shall be prohibited. Additionally, the
25 District shall not assume liability for any field trip that is not approved by the school Principal and
26 Superintendent or designee.
- 27 Teachers and principals are responsible for compliance with the provisions of this policy and the
28 accompanying administrative rules and regulations. Questions concerning the implementation of
29 this policy and the administrative rules and regulations should be directed to the Superintendent's
30 office.