

**MURFREESBORO CITY SCHOOL BOARD POLICY**

|                         |  |   |
|-------------------------|--|---|
| <b>SCHOOL<br/>TRIPS</b> | <b>Descriptor No:</b><br><br><b>IS 9</b>                         | <b>Date Adopted:</b><br><br><b>4/79</b> |
|                         | <b>Reviewed/Revision Adopted:</b><br><br><b>4/85; 7/99; 4/12</b> |   |

1 PURPOSE

2  
3 School trips designed to stimulate student interest and inquiry and provide opportunities for  
4 social growth and development are considered appropriate extensions of the classroom. To the  
5 extent that they provide an effective means for accomplishing general curriculum objectives of  
6 the Murfreesboro City Schools through experiential learning, school trips authorized by the  
7 principal and approved by the Director of Schools or Director’s designee on the standard system  
8 school trip form shall be Murfreesboro City School Board sanctioned school trips.  
9

10 DEFINITIONS

- 11  
12 (a) A field trip is defined as travel within the same day and limited to a radius of 150 miles.  
13 Same day field trips within a radius of 150 miles and out-of-state (example, Huntsville  
14 Space Center or Mammoth Cave) will require the approved Off-Campus Trip Approval  
15 Form, but will not be considered an excursion (definition “c”).  
16

17 Students shall not be penalized or rewarded for non-participation in field trips.<sup>1</sup> For field  
18 trips, it is the responsibility of the school to provide for students who qualify for financial  
19 assistance.  
20

- 21 (b) Competitions/Performances are defined as trips made on a scheduled basis and integral to  
22 the ongoing operation of an authorized program. Examples include, but are not limited  
23 to: athletic contests, music competitions and performance, quiz bowl, Science Olympiad,  
24 and math contests. Competitions/Performances which do not involve overnight stays or  
25 travel in excess of 150 miles are not considered field trips and will receive blanket  
26 approval of the Director and Board when program guidelines and schedules are approved.  
27 A competition/performance which involves an overnight stay becomes an excursion (see  
28 definition “c”) and completion of the approved Off Campus Trip Approval Form must be  
29 submitted. A notarized Travel Permission and Emergency Medical Release form is  
30 required from each student who participates in the competition or performance for trips  
31 classified as excursions.  
32

33 Legal Reference:

34  
35 <sup>1</sup>T.C.A. §49-2-114

- 36 (c) An excursion is defined as travel involving overnight stays and/or in excess of 150 miles.  
37 Examples include, but are not limited to, Land Between the Lakes. This may include  
38 competitions or performances. The Off Campus Approval Form and a notarized Travel  
39 Permission and Emergency Medical Release Form is required from each student who  
40 participates in the excursion. Students shall not be penalized for non-participation in an  
41 optional excursion.  
42

### 43 FACTORS FOR SCHOOL TRIP SELECTION

44

45 To be educationally beneficial, a school trip requires thoughtful selection, careful advance  
46 preparation of the class, and opportunities for students to summarize the experience during and at  
47 the conclusion of the trip. To this end, teachers and principals will be expected to consider the  
48 following factors in selection of school trips:  
49

- 50 (a) value of the activity to the particular class group or class groups;
- 51 (b) relationship of the school trip activity to a particular aspect of classroom instruction;
- 52 (c) suitability of the activity and distance traveled in terms of the age level;,
- 53 (d) mode and availability of MCS Board approved transportation<sup>2</sup>; and
- 54 (e) cost.  
55

56 Circumstances may exist when a principal agrees to authorize more than two (2) school trips per  
57 class group during a given academic school year.  
58

59 In no case will a school trip interfere with the daily pupil transportation program.  
60

61 All children shall be permitted to participate in a field trip regardless of handicapping conditions  
62 or personal financial limitations.  
63

### 64 GUIDELINES FOR PLANNING & CONDUCTING FIELD TRIPS & EXCURSIONS

65

- 66 (a) Any teacher desiring to take a group of students on an educational field trip must obtain  
67 advance approval of the principal.
- 68 (b) The trip must have a definite purpose and reflect careful planning. Students shall be  
69 prepared by general class discussion and/or research.
- 70 (c) If bus transportation is required, the principal or principal's designee shall make the  
71 necessary arrangements. A fee will be charged to the school when school buses are used.
- 72 (d) Signed parental permission forms must be obtained from every student making any off-  
73 campus trip, regardless of the distance from the school. The principal shall ensure that  
74 these forms are kept on file for the remainder of the school year. The form for parental  
75 permission must include: purpose, date, time of departure and return, travel plans,  
76 destination, number of chaperones, personal expense involved, rules of conduct and  
77 penalties for violation, and other facts necessary for parents to be fully informed. This  
78 information is to be completed by the school before the form is signed by the parent.
- 79 (e) Trips taken outside normal school hours must be approved by the Director or Director's  
80 designee a minimum of twenty (20) working days prior to the trip. The Director or  
81 Director's designee will issue notification of approval. All current required forms must  
82 accompany the request.  
83

---

84 Legal Reference:

85 <sup>2</sup>T.C.A. §49-6-2109; T.C.A. §49-6-2115

- 86 (f) For all school sponsored trips outside of normal school hours, the chaperones must  
87 comply with the Volunteer approval process set forth in Board Policy IS 10 and  
88 Administrative Directive 158 and be approved by the principal and the Director or the  
89 Director's designee in advance. These groups must be accompanied by at least one  
90 regular staff member and others from the school that are appropriate for adequate  
91 supervision and shall be responsible for student conduct while away. There must be at  
92 least one female and one male chaperone if the trip is for a mixed group.
- 93 (g) Students shall not be penalized for participating in approved school-sponsored trips and  
94 activities. Teachers shall permit students to make up class assignments missed because  
95 of a trip or activity.
- 96 (h) All accidents that occur on a school-sponsored trip must be reported by the teacher to the  
97 principal immediately upon returning to school. Serious accidents involving personal  
98 injury must be reported immediately to the Principal and Director or Director's designee.  
99 An emergency shall be dealt with promptly by the teacher or other members of the school  
100 staff by taking appropriate action, including sending the student to the hospital or  
101 summoning medical aid or ambulance. In cases where it is necessary to send the student  
102 to the hospital, reasonable effort must be made to notify the parents.
- 103 (i) Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined  
104 in this section must have prior approval of the Director or the Director's designee.
- 105 (j) Any school-sponsored trip/excursion which is over-night and/or out-of-state must have  
106 prior approval by the Director and Board. All trips/excursions that must be let for bid  
107 shall be submitted for approval sixty (60) days prior to the trip. All other trips/excursions  
108 that are outside of normal school hours must be approved by the Director or Director's  
109 designee a minimum of twenty (20) working days prior to the trip. The Director or  
110 Director's designee may make exceptions to this requirement in special circumstances,  
111 such as a tournament requiring an over-night stay. Notification of approval will be issued  
112 by the Director or Director's designee. A notarized Travel Permission and Emergency  
113 Medical Release Form must be obtained from each student on the trip/excursion.

#### 114 115 OVERNIGHT OR OUT-OF-STATE FIELD TRIPS

116  
117 By September 15 of each year, each school shall submit to the Director a listing of proposed  
118 overnight or out-of-state field trips (including the annual sixth grade environmental trip). Such  
119 listing shall include sufficient information to demonstrate that the trips are educationally  
120 beneficial and necessary. The Director or Director's designee will review the proposed trips and  
121 will indicate concurrence or non-concurrence as soon as possible after receipt of the listing.  
122 Should unplanned circumstances/opportunities arise during the year for such trips, the Director  
123 shall be notified immediately so that approval can be granted before substantial planning takes  
124 place. The Director will develop appropriate reporting forms to be distributed for these purposes.

#### 125 126 AFTER-SCHOOL HOURS TRIPS

127  
128 Trips planned by parents or teachers for students during after-school hours which have not  
129 received the approval of the principal and the Director shall not be Murfreesboro City School  
130 Board approved field trips, even if information concerning the trip refers to a school by name or  
131 is made available in a school. No employee shall state or imply that a trip is an authorized field  
132 trip if it has not been approved in accordance with this policy. The Murfreesboro City School  
133 Board shall have no responsibility or liability for any trip which is not an authorized field trip.

134  
135  
136

137

138 

---

Legal References:

139

140 T.C.A §49-6-2109, T.C.A. §49-6-2115

141 T.C.A.§49-2-114

142

143

144 

---

Cross Reference:

145

146 Board Policy SS 12—Student Fees and Fines

147 Board Policy IS 10—School Volunteers