

Houston County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips/Excursions/Competitions	Descriptor Code: 4.302	Issued Date: 12/09/24
		Rescinds:	Issued: 01/13/03; 07/08/13

General

The Board encourages field trips, excursions, and competitions when the experiences are an integral part of the school curriculum and contribute to the Board's desired educational goals.

The Director of Schools/Designee shall develop procedures for submitting, reviewing, and approving requests for field trips, excursions, and competitions. Any request that requires students to travel out of state or stay overnight requires prior Board approval.

INDEPENDENTLY PLANNED TRIPS

Trips privately planned by school district employees, acting outside the scope of their employment, are not authorized by the school district.

These trips are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned trips rests with the chaperone(s) as well as with the parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

1. Board funds or resources shall not be used;
2. School district materials shall not be used;
3. The Board shall not assume any liability;
4. Employees are not authorized to act on behalf of the school district;
5. Recruitment efforts made by an employee shall not occur during the instructional school day; and
6. Absences caused by participation in privately planned trips shall be considered unexcused.

Cross References

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200
