

Board Policy IFCB: Field Trips and Excursions

Status: ADOPTED

Original Adopted Date: 08/01/1982 | Last Revised Date: 01/13/2025 | Last Reviewed Date: 01/13/2025

The Henry County Board of Education believes: (1) that educational field trips are a desirable means for providing student learning experiences; (2) that a field trip must be directly related to student learning objectives and well planned; (3) that consideration be given to the safety and welfare of all participants; (4) that the pre-approved status for field trips will expedite administrative and teacher planning for student participation; and (5) that all field trips must follow the procedures and expectations outlined in the Henry County Schools Field Procedures for Schools.

The Superintendent shall establish and periodically update a pre-approved list of student field trips. The Superintendent or designee shall establish and publish the Henry County Schools Procedures for Schools.

Requests for all educational field trips must originate with the teacher or principal. Any other sources such as parents or organizations will not be considered.

Approval for any field trip shall be obtained as follows:

1. Principal approval only shall be required for educational field trips that meet all of the following criteria:
 - a. the field trip is assigned a pre-approved status;
 - b. the field trip utilizes district transportation; and
 - c. the field trip departs and returns students the same day.
2. All other field trips must have prior approval of the school principal and the Superintendent's designee.

Henry County Schools Field Trip Guidance:

- **Financial:**

No student may be excluded from a field trip due to the inability to pay his/her portion of the field trip fee if the field trip is scheduled during the instructional day. If ability to pay is a demonstrable obstacle for a student, local school funds, booster donations, fundraising, and donations from businesses and civic organizations may all be considered as options for covering costs associated with field trips. Henry County Schools policies and procedures relating to local school accounting must be followed.

- **Student Conduct:**

Students attending a field trip sponsored by a school employee must follow rules for behavior outlined in the Henry County Board of Education Code of Conduct. The local school may set additional behavior criteria for student participation in field trips and excursions.

- **Supervision and Chaperones:**

School employees must make arrangements for the proper supervision of students participating in field trips. School employees, parents, guardians, and volunteers over the age of 21 who have met all security clearance requirements and background checks. The minimum requirement for adult supervision for elementary school students is one adult for every fifteen students (1:15). The minimum requirement for adult supervision for middle school and high school students is one adult for every twenty students (1:20).

- **Required Forms:**

Each student participating in a field trip sponsored by a school employee is required to provide a signed parent/guardian permission form, release, or any other applicable forms supplied by the school before participating in a field trip.

- **Transportation:**

Transportation may be provided by way of school bus or private carriers approved by the Henry County School Transportation Services Department.