

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

FIELD TRIPS

4.43+

Only trips which are directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip sponsored by the School Board. A field trip will be approved by the Superintendent or his/her designee only when related to the instructional program of the school and for which a lesson plan has been developed. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

- I. A field trip for one (1) calendar day shall be limited to a radius of 100 miles from the school unless otherwise approved by the School Board.
- II. Transportation costs of field trips shall be paid from the school's base budget or from internal accounts. Educational field trips shall not be of a prohibitive cost to the students.
- III. The parent/guardian shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the time of return to the school. Any student making a trip shall present a note from his/her parent/guardian giving permission for the student to make the trip. All documents needed in case of emergency should be provided before the trip and should be in the possession of the School Board employee in charge of the field trip. Medication administration procedures shall be followed in accordance with the established medication disbursement guidelines.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-8-8, 16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: October 18, 2006
REVISION DATE(S): _____
FORMERLY: JSA