

# Hardeman County School System

## Guidelines to Request Educational Trips

It is the belief of the Hardeman County Board of Education that properly planned field trips which are an integral part of curriculum are a valuable part of the learning experience.

The following guidelines shall be followed:

- 1 . The purpose of the trip is primarily educational and NOT recreational. The trip is part of the curriculum just as the textbook work or classroom discussion. Prepare the students for the trip by general class discussion and/or research.
- 2 . Procedures:
  - a. Fill out the trip request form. (print or type)  
(Be accurate and Neat)  
Request for approval will be denied if pertinent information is missing.
  - b. Secure the approval of the principal
  - c. Submit trip request for Central Office approval.  
(Teachers are not to telephone the Central Office to check on approval. All contacts should be make by the principal.)
  - d. Please read and follow all instructions for requesting a field trip.
- 3 . No trip which in any way compromises the safety of any of our children can be approved.
- 4 . Trips for rewards are NOT acceptable during the school day. Always keep in mind the educational value of the trip.
- 5 . Sports activities will follow the same procedures, except a schedule of games must be submitted at one time
- 6 . Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school.
- 7 . All accidents that occur on a school sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or the Director of Schools.

(complete the reverse side)

Submit in triplicate ONE WEEK before date of the purposed trip

**Hardeman County School System**  
**Request for Educational Field Trip**  
**\*\*Type or Print in black or blue ink\*\***

School <u>Bolivar Middle School</u>	Is a driver needed? _____ yes / no _____
Date of Trip _____	Is driver furnished by school? _____ yes / no _____
School Class or Group _____	Name of Driver _____
Destination _____	No. of buses needed _____
No. of Students attending (est) _____	Time of Leaving _____
	Time of Returning _____

**EDUCATIONAL OBJECTIVES OF THE PROPOSED TRIP:(Use Complete Sentences)**

1. \_\_\_\_\_
2. \_\_\_\_\_

**ACTIVITIES TO BE ENGAGED IN / ITINERARY:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**METHODS OF EVALUATION TO BE USED ON RETURN:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. *(Written report to Supervisor)* \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature (date)

\_\_\_\_\_  
Recommended by Supervisor (date)

\_\_\_\_\_  
Principal's Signature (date)

\_\_\_\_\_  
Approved by Director of Schools (date)

The Field Trip was not approved for the following reasons(s);

\_\_\_\_\_  
(follow the guidelines on the reverse side)

