

Submit in triplicate **ONE WEEK** before date of the proposed trip.

HARDEMAN COUNTY SCHOOL SYSTEM

Request for Educational Field Trip

Type or Print in black or blue ink

School _____

Is a driver needed? Yes () No ()

Date of Trip _____

Is driver furnished by School? Yes () No ()

School Class or Group _____

Name of Driver(s)? _____

Destination _____

No. of buses needed? _____

Time of Leaving _____

No of Students Attending (est.) _____

Time of Returning _____

EDUCATIONAL OBJECTIVES OF 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. _____

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 reason(s)

(Follow the guidelines on the reverse side.)

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!**)
Requests 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 made 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 school the 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 or principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or Director of Schools.

(Complete the reverse side.)