

# Williamson County Board of Education



**Adopted Date:**  
10/15/01  
Editorial 6/3/14; Rev.  
11/27/17

4.302

FIELD TRIPS

1 All school-sponsored field trips must be educational in nature and be clearly relevant to a specific  
2 lesson or unit of study in the established curriculum. All school-sponsored field trips must be  
3 approved by the school Principal. Overnight school-sponsored field trips must be approved in  
4 advance by the school Principal and the Superintendent of Schools.  
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6 Each student shall have written permission from a parents or guardian on file at the school, prior to  
7 leaving on a trip.  
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10 The individual school must pay from its funds the cost of hiring the bus driver as per Board  
11 approved schedule.  
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13 At least one teacher must accompany each bus on any school-sponsored field trip.  
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## 15 **Post-Secondary Institution Visits**

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17 Seniors may visit post-secondary institutions during the school year for no more than four (4) days  
18 per year. The student must bring documentation from the post-secondary institution indicating the  
19 student visited. Post-secondary institution visits will be considered field trips for attendance  
20 purposes as long as the student provides documentation. Documentation must be returned to the  
21 school following the post-secondary institution visit within three (3) school days for the student's  
22 absence to be considered a field trip for attendance purposes.  
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