

ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

**FIELD TRIPS AND EXCURSIONS**

Clarksville-Montgomery County School system encourages field trips and excursions, within the continental United States, as an integral part of the instructional program when properly planned and implemented. Approval of field trips and excursions are the responsibility of the Director of Schools, Level Directors, School Administrators, Chief Operations Officer and Transportation Manager. Approval of all field trips or excursions requiring the use of school buses will be limited to the availability of buses as determined by the Chief Operations Officer and Transportation Manager.

Implementing Procedures: [INS-P007](#) Request for Permission for Field Trips  
[INS-P008](#) Request for Permission for Excursion Trips

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/17/05		Initial Release
1/27/10		Reviewed, no changes
10/7/13	A	Change wording of responsibility from Elementary Education Director, Secondary Education Director to Level Directors, update logo
2/26/16		Reviewed, no changes
2/22/19		Updated hyperlinks, not a revision.

**\*\*\* End of Policy \*\*\***