

Request for Field Trip Approval Form

This form must be received and approved by the Central Office Administrator prior to the announcement of the requested field trip.

☒ GENERAL INFORMATION:

Date of Request: <u>August 24, 2023</u>	Field Trip Location: <u>London, UK</u>
Start Date of Requested Field Trip: <u>9/22/23</u>	End Date of Requested Field Trip: <u>9/28/23</u>
School: <u>Central High School</u>	School Group: <u>Central High School</u>
Proposed Number of Students: <u>1</u>	Proposed Number of Adults: <u>1</u>
Field Trip Paid By: <u>Mercer University</u>	Trip Tracker ID #: <u>AT-00999</u>
Organizing Teacher #1: <u>Jaris Tobler</u>	Contact #: _____
Organizing Teacher #2: _____	Contact #: _____
Other School Personnel: _____	Contact #: _____
Other School Personnel: _____	Contact #: _____

☒ DESTINATION: Please provide a detailed schedule of any stops.☒ Educational Purpose of Field Trip: Observe London symphony in a world premier recording session.☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):
0JT A permission slip will be distributed to all parents that includes the following statement: No student will be denied participation due to the inability to pay or raise funds.JT A copy of an emergency information card for every student including updated contact numbers, any known allergies, any known medical conditions, physician, and insurance information will be taken on the projected field trip.JT The necessary professional leave of absence requests will be submitted via Aesop according to the established guidelines of the Professional Learning Department.☐ TRANSPORTATION: Time Bus(es) to pick up at School: _____ Time Bus(es) To Return to School: _____

According to the Bibb County School District Field Trip Guidelines, there are only three modes of transportation that will be considered for approval. This projected field trip will utilize the following mode of transportation:

☒ Parent/Legal Guardian Will Transport His/Her Own Child

 The following statement is a true statement regarding the projected field trip: "Each individual parent or legal guardian will transport his or her own individual child and will be responsible for his or her own individual child for the field trip in its entirety." The preceding statement will be included on the parent permission slip. If initialed, move directly to the Affirmation section.

☐ School Bus Number of Buses Proposed: _____

If a school bus is requested and you have proposed a school-based driver, i.e. coach with a CDL, provide their name(s) below. Note: school-based bus drivers must be approved by the Transportation Department.

1. _____ School: _____

2. _____ School: _____

☐ Charter Bus Number of Buses Proposed: _____ Charter Bus Company: _____☐ The proposed charter bus company is an approved carrier☐ Proof of insurance valid through the end of the requested field trip is attached for the proposed charter bus company. (Proof of insurance must be considered and may be required to be submitted when any mode of transportation is proposed to be utilized other than a school bus).

☒ CHAPTERONES

JT Chaperone guidelines are met with at least one chaperone with every ten students for the duration of the day field trip.

JT Criminal Background Check Authorization Form approval(s) for non-Bibb BOE chaperone(s) projected to chaperone will be received before requested day field trip.

JT Chaperone guidelines are met with at least one chaperone with every five students for the duration of the overnight field trip or out-of-state field trip.

JT Fingerprinting approval(s) for non-Bibb BOE chaperone(s) to chaperone an overnight field trip will be received before an overnight field trip.

☐ GENERAL PRECAUTIONS

JT Each attending teacher is responsible for each student attending the field trip; however, each chaperone will have a group of students under their direct and close supervision for the duration of the projected field trip.

JT A teacher and chaperone orientation will be conducted and signatures obtained to indicate the teachers and chaperones received the necessary orientation prior to the requested field trip. A copy of the orientation guidelines should be stapled to the orientation sign-in sheet and kept on file at the school.

JT The Principal will have the contact number(s) for each teacher and chaperone attending prior to the field trip.

JT Roll checks will be conducted each time students enter or leave the bus and enter or leave a destination.

JT Monitoring provisions and safety precautions will be discussed with each chaperone prior to the requested field trip. Each chaperone has the contact number(s) for the organizing teacher(s).

JT Monitoring provisions and safety precautions will be submitted to the Principal in detailed written form for his or her approval prior to the requested field trip.

JT The bus route for this trip will be submitted to the Principal prior to the requested field trip.

JT Prior to the requested field trip, proper arrangements will be made at the school for the administration of medication while on the projected field trip according to the Bibb County School District Field Trip Guidelines.

JT Emergency meeting locations will be discussed with students and chaperones prior to the requested field trip.

JT Swimming will not be allowed during the field trip and field trip participants will not be allowed in the pool area.

JT A standard first aid kit will be on each bus.

JT The organizing teacher will assign each student a "buddy" of the same gender for the duration of the field trip.

☒ OVERNIGHT FIELD TRIP REQUEST AND/OR OUT-OF-STATE REQUEST

JT The organizing teacher will ensure that all Pay-Per-View Movies will be disabled in all rooms prior to arriving at the hotel.

JT The organizing teacher will ensure that all long distance calling features will be disabled in all rooms prior to arrival at the hotel. Room to room calling will be provided and allowed in case of emergency. Room numbers of each teacher and chaperone will be provided to students in case of emergency.

JT All student doors will be taped and initialed for overnight by the organizing teacher at the final room check. The organizing teacher will remove the tape during the wake-up call and will ensure that all students are accounted for.

JT Student doors will be monitored overnight by teachers, chaperones, or by a security guard who has background check approval through his or her employing company.

JT Teachers will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

JT Chaperones will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

JT Individuals of one gender will not be allowed in the room of the opposite gender.

JT A detailed Overnight Safety Plan will be submitted to the Principal for review and approval in advance of the projected field trip.

JT A proposed itinerary (complete with as many details as possible) is attached. A final itinerary (complete and detailed with every moment packed with details for the entire time) will be submitted to the Principal two weeks prior to the requested field trip.

JT If students are to travel overnight on a bus, one gender will be seated at the front of the bus with the other gender at the rear of the bus with teachers and chaperones dispersed throughout the bus.

Affirmation

As the Principal and as the organizing teacher, respectively, I have reviewed the requested field trip and confirmed that all information included in the Bibb County School District Field Trip Guidelines has been addressed and I affirm that all required items indicated on this form are included and will be sent to the Central Office Administrator (requested day field trips) or Ben Bridges (all requested overnight field trips) a minimum of four weeks prior to the requested start date of the requested field trip. **If applicable: I affirm that for presentation to be made to the Bibb County Board of Education, this Request for Field Trip Approval Form for an overnight field trip that is also an out-of-state field trip will be sent as an overnight field trip request at least ten weeks prior to the start date of the field trip.** I understand that approval of this requested field trip is also the method of approval for student instructional absences.

As the Principal, I approve the field trip.

Teacher's Electronic Signature: **Jaris Tobler**

Digitally signed by Jaris Tobler
Date: 2023.08.24 15:30:55 -04'00'

Principal's Electronic Signature: **Dr. Chendra Dupree**

Digitally signed by Dr. Chendra Dupree
Date: 2023.08.24 15:37:34 -04'00'

Determination of Central Office Administrator:

☐ Approved

☐ Disapproved

Electronic Signature of Central Office Administrator for Zone:

Once considered for approval and the electronic signature of the Central Office Administrator is affixed, transmit this electronic document via e-mail to the requesting Principal and Barbara Addison (Barbara.Addison@bcsdk12.net), Field Trip Coordinator, Transportation Department.

Time	Central High School Travel Members		Notes
Friday 9/22/2023			
4:30PM	Individual transportation to airport		
6:40PM	Meet at International Check-in (Delta Airline)		
	Central HS student/director depart ATL, Delta DL5998		
Saturday 9/23/2023			
8:05AM	Central HS student/director arrive in London		
9:00AM	Grab and Go Breakfast in Heathrow Airport		
10:00AM	Transfer to EasyHotel London Shoreditch (via Elizabeth Line Station)		easyHotel London City Shoreditch, 80 Old Street, London
11:00PM	Check in with Mercer Staff		
12:00PM-5:00PM	Lunch (Smiths of Smithfield)		67-77 Charterhouse St, Farringdon, London EC1M 6HJ
12:30pm	Unpack and Rest in rooms		easyHotel London City Shoreditch, 80 Old Street, London
6:00PM	Door Taping and Monitoring		
7:30PM	London Eye		London Eye, England, United Kingdom, County Hall Riverside Building Westminster Bridge Road, London, England SE1 7PB
9:30PM	Dinner (Gillray's)		Westminster Bridge Road, London SE1 7PB
10PM	Return to EasyHotel Shoreditch		easyHotel London City Shoreditch, 80 Old Street, London
	Door Taping and Monitoring		
Sunday 9/24/2023			
7AM	Breakfast together at Hotel		
8AM	Victoria Coach Station Excursion		Victoria Coach Station, 164 Buckingham Palace Rd, London SW1W 9TP, UK
10AM-11:30AM	Windsor Castle		Windsor Castle, Castle Hill, Windsor SL4 1PD
11:30AM-12:30PM	Lunch provided by travel excursion		
1:00 PM-2:00PM	Stonehenge		Stonehenge Touring Park, Wardens Home Stonehenge Park, Salisbury SP3 4SH
3:30PM-4:30PM	Excursion tranport to University of Oxford (Victoria Coach)		University of Oxford, England, United Kingdom, Oxford OX1, Oxford, England
	Excursion tranport to Victoria Coach Station (Victoria Coach)		
8PM	Return to Victoria Coach Station		Victoria Coach Station, 164 Buckingham Palace Rd, London SW1W 9TP, UK
8:30PM	Dinner (Smiths of Smithfield)		67-77 Charterhouse St, Farringdon, London EC1M 6HJ
10PM	Return to EasyHotel Shoreditch		easyHotel London City Shoreditch, 80 Old Street, London
10:30PM	Door Taping and Monitoring		
Monday 9/25/2023			
8AM	Breakfast meeting with Dr. Schmitz at Hotel		
9AM	Buckingham Palace - \$40 (Subway Victoria)		Buckingham Palace, England, United Kingdom, Buckingham Palace Road, London, England SW1A 1AA
10:30AM	Victoria&Albert Museum - Free (Walking distance)		Victoria and Albert Museum, England, United Kingdom, Cromwell Road, London, England SW7 2RL
11:30AM	Lunch (The Good Earth)		233 Brompton Road, London SW3 2EP
12:30PM	Kensington Palace - \$35 (Walking distance)		Palace Ave, Kensington W8 4PT
2PM	Kensington Garden - Free (Same location)		Palace Ave, Kensington W8 4PT
4PM	Return to EasyHotel Shoreditch (Subway Victoria)		easyHotel London City Shoreditch, 80 Old Street, London
4:30PM	Door Taping and Monitoring		
6:30PM	Dinner (The Blues Kitchen)		134-146 Curran Rd Shoreditch, London EC2A 3AR
8PM	Evening Open Top Bus Tour		See London By Night Piccadilly, St. James's, London W1J 9BR, UK
9PM	Return to EasyHotel Shoreditch		easyHotel London City Shoreditch, 80 Old Street, London
9:30PM	Door Taping and Monitoring		
Tuesday 9/26/2023			
8AM	Breakfast together at Hotel		
10:30AM	British Museum - Walking Distance		British Museum, England, United Kingdom, Great Russell Street, London, England WC1B 3DG
12PM-1PM	Lunch from Smiths of Smithfield		
1PM-3PM	Rest in Hotel until Studio Recording		easyHotel London City Shoreditch, 80 Old Street, London
1:30PM	Door Taping and Monitoring		

3:30PM-6:30PM	Central HS attend recording session (1 Min. Walk from Hotel) Zoom with other Central HS students Central HS students follow up meeting/interviews Dinner provided by Mercer staff (TBD)	L50 St. Luke's, 161 Old Street, London EC1V 9NG
7:00pm	Thames Tour (No boat ride)	Tower Millennium Pier London EC3N 4DT, UK
9:00pm	Return to EasyHotel Shoreditch	easyHotel London City Shoreditch, 80 Old Street, London
9:30PM	Door Taping and Monitoring	
Wednesday 9/27/2023		
7AM	Breakfast at Hotel	
8AM	Paris Excursion	PAUL Express Tottenham Court Road, 127A Tottenham Court Road, London W1T 5AX
10:30-11:30	Panoramic Tour de Paris	Paris Tours Service, 42 rue Monge, 75005 Paris
11:30-12:30	Lunch (Packed Lunch)	
12:30PM	Eiffel Tower	Eiffel Tower, Champ de Mars, Paris, Ile de France 75007
2PM	Seine Tour (No boat ride)	Seine City Tour, 64 avenue du General Leclerc, 75014 Paris, 75014 Paris
4PM	Entry to Louvre Museum	Louvre, Ile-de-France, France, Rue de Rivoli, Paris, Ile-de-France 75001
6PM-8PM	Journey back to London (Dinner on Train)	PAUL Express Tottenham Court Road, 127A Tottenham Court Road, London W1T 5AX
8:30PM	Return to EasyHotel Shoreditch	easyHotel London City Shoreditch, 80 Old Street, London
9PM	Door Taping and Monitoring	
Thursday 9/28/2023		
7:30AM	Breakfast at Hotel	
8:30AM	Transfer to Heathrow Airport (via Elizabeth Line Station) Lunch at Heathrow Airport	London Heathrow Airport, The Compass Centre, Nelson Road, Hounslow TW6 2GW
11:45AM	Depart Heathrow for Atlanta, Delta DL31	
4:15PM	Arrive in Atlanta Hartsfield-Jackson Airport Individual Departure from Airport. Parent will transport student.	