

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: 9/1/23 Field Trip Location: Washington, DC
 Start Date of Requested Field Trip: 9/23/23 End Date of Requested Field Trip: 9/27/23
 School: SHS School Group: SkillsUSA
 Proposed Number of Students: 7 Proposed Number of Adults: 2
 Field Trip Paid By: CTAE Trip Tracker ID #: AT 00993
 Organizing Teacher #1: Ronald Rodgers Contact #: _____
 Organizing Teacher #2: Elbertiena Thames Contact #: _____
 Other School Personnel: _____ Contact #: _____
 Other School Personnel: _____ Contact #: _____

☐ DESTINATION: Please provide a detailed schedule of any stops. Attached

☐ Educational Purpose of Field Trip: The students will participate in a Leadership Training Conference. This

☐ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):

The students should bring \$ 175.00 for snacks and souvenirs.

RR 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.

RR 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.

RR 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: 6:30 Time Bus(es) To Return to School: 5:00

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: 1

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. Glenn Towles School: CTAE District Driver

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).

☐ CHAPERONES

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

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

RR 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.

RR 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

RR 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.

RR 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.

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

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

RR 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).

RR 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.

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

RR 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.

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

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

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

RR 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

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

RR 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.

RR 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.

RR 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.

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

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

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

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

RR 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.

RR 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: **Ronald Rodgers**

Digitally signed by Ronald Rodgers
Date: 2023.09.04 17:44:03 -04'00'

Principal's Electronic Signature: **Bernard Young**

Digitally signed by Bernard Young
Date: 2023.09.04 17:45:03 -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.

Name of Organization: Southwest HS Law Academy
 Date of Trip: 09/23/2023-9/27/2023
 Name of Destination: Hilton Alexandria Mark Center
 Address: 5000 Seminary Road
Alexandria, VA
 Phone Number: 888-384-8703

Itinerary

Please complete the following table with detailed information regarding your trip's agenda and checkpoints. Checkpoints are when you will account for all children. If you are travelling to other locations than the one listed above, please be sure to include additional address at that point on the agenda.

Date	Time	Description	Checkpoint
09/23/23	6:15 am	Students will arrive at Southwest High School	☒
	6:20 am	Students will take their luggage into the Principals conference room for luggage check.	☒
	6:45 am	Students will board the bus and travel to Atlanta Hartsfield-Jackson Airport	☒
	8:15 am	Arrive at Atlanta Hartsfield-Jackson Airport. Check-in.	☒
	9:35 am	Students will grab breakfast at the Terminal Prior to Boarding their flight.	☒
	10:50 am	Students will board Delta flight to Washington DC. DL759	☒
	12:40 pm	Students will exit the plane at Reagan Washington Airport and walk to the Baggage Claim to retrieve their luggage.	☒
	1:30 pm	Students will board the Motorcoach transportation sponsored by WLTJ and travel to Hyatt Mark Center Hotel 5000 Seminar Road Alexandria Virginia.	☒
	2:15 pm	The students will exit the Bus, enter the hotel and have lunch.	☒
	3:30 pm	They will receive their room keys and briefing. They will go to their rooms to take their luggage and freshen up	☒
	5:00 pm	Students will meet Advisor in the lobby for evening briefing.	☒
	5:30 pm	Students and advisor will move towards the Bottom floor conference room for opening ceremony.	☒
	8:00 pm	Conclusion of opening ceremony. Students will meet with advisor to have dinner in the Mark Center Market for debrief of days activity and brief on next days instructional classes .	☒
	9:30 pm	Students will retire to the rooms and prepare for the next day.	☒
	10:00 pm	Room Check, Lights Out and Taping of doors.	☒
09/24/23	6:50 am	Wake up call	☒

	7:30 am	Breakfast in the lower lobby	☒
	8:30 am	Conference Training sessions begin	☒

	11:15 am	Lunch at the Hotel in the Mark Center Market	☒
	12:30 pm	Conference Training sessions continue	☒
	6:00 pm	Students and advisers will go to dinner in the Mark Center market	☒
	8:00 pm	Students and Advisor will brief for the next day.	☒
	9:00 pm 10:00 pm	Students will go to their rooms Room Check, Lights out, Tape Doors	☒
09/25	6:30 am	Wake up call	☒
	7:00 am	Breakfast at Hotel	☒
	8:30 am	Students will begin all day Training sessions	☒
	12:00 pm	Students will have Lunch at the hotel.	☒
	1:30 pm	Students will return to training sessions	☒
	5:00 pm	Students will go to dinner at the Hotel and return back to Training sessions	☒
	8:00 pm	Dinner at the hotel	☒
	9:00 pm	Debrief and briefing with advisor	☒
	10:00 pm	Students will report to their rooms.	☒
	10:30 pm	Room Check, Lights Out, Tape Doors	☐
09/26/23	6:30 am	Wake up call	☒
	7:30 am	Breakfast at the Hotel.	☒
	8:30 am	Students will load the Conference Buses and travel to the House of Representatives and Senate meetings	☒
	5:00 pm 7:00 pm 10:00 pm	Students will return to the hotel for dinner and debrief. Adviser and students will have game night Rooms will be checked and lights out at 10:00pm. Doors will be taped.	☐
9/27/23	7:00 am	Students will wake up and have a continental breakfast at the hotel.	☐

	8:00 am	Head to airport	☒
	9:30 am	Arrive at airport and wait for flight	☒
	12:10 pm	Flight DL380 from Reagan Washinton Airport to Hartsfield Jackson	☒
	2:00 pm	Baggage claim and board bus	☒
	3:00 pm	Travel to SHS	☒
	5:00 pm	Arrival at SHS Students released to parents	☒
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