

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: 09/07/2023Field Trip Location: Washington DCStart Date of Requested Field Trip: 03/25/2024End Date of Requested Field Trip: 03/29/2024School: Southwest HS Law AcademySchool Group: Law Academy & SkillsUSAProposed Number of Students: 40Proposed Number of Adults: 10Field Trip Paid By: Southwest High SchoolTrip Tracker ID #: AT-02167 and AT-02181Organizing Teacher #1: Ronald Rodgers

Contact #: _____

Organizing Teacher #2: _____

Contact #: _____

Other School Personnel: _____

Contact #: _____

Other School Personnel: _____

Contact #: _____

☐ DESTINATION: Please provided a detailed schedule of any stops.☒ Educational Purpose of Field Trip: **College Tours and Supreme Court Tour**☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):\$ 150.00 - \$ 250.00 for lunch and miscellaneous spending money for souvenir

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: 5am Time Bus(es) To Return to School: 6pm

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: 1 Charter Bus Company: Samson Tours/Southwest Air☒ 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

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.

☒ 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 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.

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: 2023.09.07 13:29:56 -04'00'

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

Digitally signed by A. Bernard Young
Date: 2023.12.04 13:35:58 -05'00'

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.

SWHS Washington D.C. Field Trip Itinerary

Name of Lodging: Bethesdan by Hilton

Address: 8120 Wisconsin Avenue, Bethesda, MD 20814

Phone: 301-657-1234

March 25, 2024

4:00 AM All students will arrive at SWHS and enter the school's foyer to have their luggage examined.

CHECKPOINT

4:45 AM Students will walk to the front of the school to board the Bus. Bus Departs at 5:00 AM Departing to Hartsfield - Jackson International Airport.

CHECKPOINT

6:45 AM Bus will arrive at Hartsfield - Jackson International Airport.

CHECKPOINT

6:45 AM Bus arrives at Airport. Chaperones will group their students and walk them through check-in. Upon arrival at the Terminal, each Chaperone group representative will provide a headcount verbally to Mr. Jefferson. The Chaperones will provide Mr. Jefferson with a texted headcount to verify the group leader's headcount.

CHECKPOINT

10:30 AM Board Plane for Ronald Reagan Airport. Arrive at Ronald Reagan Airport at 12:40 PM. Chaperones will walk the students to Baggage Claim to recover their luggage. At 12:55 PM the Tour Staff will meet the group at Baggage Claim and provide each student with their lunch Stipend. 1:15 PM Boarding the Bus for Hotel. 2:00 PM Arrive at the hotel for check-in. 2:00 PM - 5:00 PM Students will have lunch in the lobby and dining area of the host hotel, unpack, freshen up and change clothes.

Hotel: Bethesdan by Hilton 8120 Wisconsin Avenue, Bethesda, MD 20814

CHECKPOINT

6:00 PM Students will meet in the lobby with their Chaperone and walk to the hotel ballroom for a Black-Tie dinner.

CHECKPOINT

6:30 PM Black-Tie Dinner until 9:00 PM

CHECKPOINT

9:30 PM Dismiss students to prepare for bed.

10:00 PM Chaperones will ensure students are in rooms and tape doors.

CHECKPOINT

Hotel: Bethesdan by Hilton, 8120 Wisconsin Avenue, Bethesda, MD 20814

March 26, 2024

7:00 AM Wake-up Call conducted by chaperones.

7:30 AM Students and chaperones will meet in the lobby for breakfast.

CHECKPOINT

8:00 AM Bus departs for U.S. Supreme Court – 1 First Street, NE Washington, DC 20543

8:30 AM Bus Arrives at U.S. Supreme Court for a tour and Q and A with Supreme Court Justice. Students will listen to arguments or lectures depending on availability. Also, students will participate in a building tour.

CHECKPOINT

11:00 AM Will grab lunch at the Supreme Court cafeteria.

CHECKPOINT

12:00 PM Bus departs for Arlington National Cemetery. At 12:35 PM students will walk to the Tomb of the Unknown Soldiers. At 1:15 PM the students will participate in the laying of the wreath ceremony. 1:45 PM Tour of Arlington Cemetery.

CHECKPOINT

3:15 PM Load bus for departure to Ford's Theatre – 511 10th Street, NW, Washington, DC 20004

CHECKPOINT

3:45 PM Arrive at Ford's Theatre for a tour.

CHECKPOINT

5:00 PM Load bus to depart for Maggiano's 11800 West Broad Street Richmond, Virginia 23233

CHECKPOINT

5:30 PM Arrive at Maggiano's for dinner.

CHECKPOINT

9:30 PM Arrive at the hotel. Dismiss students to prepare for bed.

10:00 PM Chaperones will ensure students are in rooms and tape is on their doors.

CHECKPOINT

March 27, 2024

7:00 AM Wake-up Call conducted by chaperones.

8:00 AM Students and chaperones will meet in the lobby for breakfast.

CHECKPOINT

9:00 AM Students will load the bus for departure for Howard University – 2400 6th St., NW Washington, DC 20059

CHECKPOINT

9:45 AM Arrive at Howard University Law School for a tour of the Law School.

11:00 AM – 12:30 PM Students participate in a campus tour.

CHECKPOINT

12:40 AM Load Bus for and travel to Lunch in Chinatown.

CHECKPOINT

1:45 PM Chaperones will meet at the Bus and conduct a headcount and provide that headcount to Mrs. Ware. Students will load the bus and travel to George Washington University.

CHECKPOINT

2:15 PM Arrive at George Washington University, 1918 F Street, NW Washington, DC 20052. and begin Tour and shop.

CHECKPOINT

4:00 PM Chaperones and students will meet at the Bus and conduct a headcount and provide that headcount to Mrs. Ware. Students will load the bus and travel to dinner and a movie (G-Rated) at Tyson's Corner Mall 1961 Chain Bridge Rd. Tysons, VA 22102 United States (703) 893-9400

CHECKPOINT

4:40 PM Arrive at Tyson's Corner Mall 1961 Chain Bridge Rd. Tysons, VA 22102 United States

CHECKPOINT

4:45 PM Students will receive a safety briefing from Advisor Ron Rodgers. Everyone will have dinner and entertainment.

CHECKPOINT

8:30 PM Chaperones and students will meet at the Bus and conduct a headcount and provide that headcount to Mrs. Ware. Students will load the bus and depart for the hotel.

CHECKPOINT

9:30 PM Arrive at the hotel. Dismiss students to prepare for bed.

10:00 PM Chaperones will ensure students are in rooms and tape is on their doors.

CHECKPOINT

March 28, 2024

8:00 AM Wake-up Call conducted by chaperones.

8:30 AM Students and chaperones will meet in the lobby for breakfast.

CHECKPOINT

9:30 AM Load bus for departure for National Museum of African American History and Culture-1400 Constitution Ave. NW, Washington, DC 20560

CHECKPOINT

10:30 AM Arrive at the National Museum of African American History and Culture. Students will tour and have lunch at the Museum.

CHECKPOINT

3:00 PM Load bus for departure to Smithsonian National Air and Space Museum 600 Independence Ave. SW, Washington, D.C.

CHECKPOINT

3:30 PM Arrive at the Smithsonian National Air and Space Museum. The students will tour the museum.

5:00 PM Load bus for departure to Kraken Kourts and 514 Rhode Island Ave. NE. Washington, DC 20002. for dinner.

CHECKPOINT

7:00 PM Load bus for Illuminated Night Tour of Monuments and Memorials- 400 New Jersey Ave NW, Washington, DC 20001

CHECKPOINT

9:30 PM Load bus for departure to hotel

CHECKPOINT

10:30 PM Dismiss students to pack luggage and prepare for bed.

11:00 PM Chaperones will ensure students are in rooms and tape doors.

CHECKPOINT

March 29, 2024

6:30 AM Wake-up Call conducted by chaperones.

7: 00 AM Students and chaperones will meet in the lobby for breakfast.

CHECKPOINT

8:15 AM Conduct hotel check-out pack bus

CHECKPOINT

8:30 AM Load bus and depart for Ronald Reagan Airport.

CHECKPOINT

9:30 AM Bus arrives at Airport. Chaperones will group their students and walk them through check-in. Upon arrival at the Terminal, each Chaperone group representative will provide a headcount verbally to Mrs. Ware. The Chaperones will provide Ms. Ware with a texted headcount to verify the group leader's headcount.

CHECKPOINT

11:30 PM Board Plane for Hartsfield-Jackson International Airport. Arrive at Hartsfield-Jackson International Airport.

Arrive at 1:55 PM. Chaperones will walk the students to Baggage Claim to recover their luggage.

CHECKPOINT

2:35 PM. Each Chaperone group representative will provide a headcount verbally to Mrs. Ware. The Chaperones will provide Ms. Ware with a texted headcount to verify the group leader's headcount.

CHECKPOINT

3:00 PM Board the Bus for Southwest H.S. Law Academy

6:00 PM Arrive at Southwest High School Law Academy and students are dismissed to parents.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/02/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PA Post / Hilb Group of New Jersey One International Boulevard Suite 405 Mahwah NJ 07495	CONTACT NAME: Krista Corriveau PHONE (A/C, No, Ext): (201) 252-3010 FAX (A/C, No): (201) 252-3011 E-MAIL ADDRESS:																					
INSURED Samson Tours, Inc. 3745 Zip Industrial Blvd SE Atlanta GA 30354	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Evanston Insurance Company</td><td>35378</td></tr><tr><td>INSURER B:</td><td>National Indemnity Company</td><td>20087</td></tr><tr><td>INSURER C:</td><td>National Fire & Marine Insurance Co</td><td>20079</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Evanston Insurance Company	35378	INSURER B:	National Indemnity Company	20087	INSURER C:	National Fire & Marine Insurance Co	20079	INSURER D:			INSURER E:			INSURER F:		
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COVERAGES**CERTIFICATE NUMBER:** 23-24**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐	N/A					<table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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