Field Trips and Excursions – Procedures

A. Procedures for Field Trip Approval

As part of the mission of the Bibb County School District ("District"), a high-quality education must be provided in a safe learning environment. A high-quality education incorporates learning opportunities outside the classroom setting which includes field trips. Field trips must provide ~~for~~ a safe and relevant learning environment for students. All projected field trips must be scrutinized in terms of student safety by principals and requesting teachers. The school staff, under the direction of the administration, ~~shall~~ will take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students (Board Policy IFCB). All teachers who are proposing a field trip must review this Regulation prior to planning the field trip and completing necessary paperwork.

The school principal must review, scrutinize, and consider all aspects and details of any projected field trip being requested from their school. Field Trips are intended to enhance the Georgia Standards and these standards are to be considered when planning all field trips. The Request for Field Trip Approval Form must be completed and electronically signed by the school principal attesting that he/she has scrutinized the requested field trip, confirmed that all procedures included in this Regulation ~~has~~ have been addressed, and approved the field trip. Electronic signatures will be utilized in the field trip approval consideration process. Please note that a field trip is considered a school-sanctioned event and the principal is responsible for the welfare and safety of the students. A copy of the Request for Field Trip Approval Form can be obtained from the Director of Fine Arts and Magnet Programs.

Failure to adhere to this Regulation will result in the automatic disapproval of a field trip. Information submitted must be complete. Requests involving incomplete information will be returned electronically to the principal of the submitting school without review or consideration concerning approval/disapproval.

B. General Field Trip Requirements

1. A field trip must be approved before field trip activities are confirmed, before the signing of any contracts, and before any information is

distributed to students/parents/legal guardians concerning a requested field trip.

2. ~~-~~The Request for Field Trip Approval Form must be received electronically in order to be considered by the assigned Central Office administrator for approval/disapproval a minimum of 4 weeks prior to the projected start date of a field trip that is not overnight and out-of-state, regardless if the trip involves only 1 student being transported by his/her own parent. Request for Field Trip Approval Forms submitted from elementary schools must be submitted to Assistant Superintendent, Teaching and Learning, via ~~his/her administrative assistant~~the electronic platform. Request for Field Trip Approval Forms submitted from middle and high schools must be submitted to Executive Director, Teaching and Learning, via ~~his/her administrative assistant~~the electronic platform. Please send the Request for Field Trip Approval Form electronically to Director of Fine Arts and Magnet Programs via ~~his/her administrative assistant~~the electronic platform for all requested overnight field trips. For presentation to be made to the Bibb County Board of Education ("Board"), Request for Field Trip Approval Forms for overnight field trips that are also out-of-state field trips must be received at least ten weeks prior to the start date of a field trip. Decisions regarding approval for overnight field trips that are also out-of-state field trips will not be made until after presentation is made to the ~~Bibb County~~ Board ~~of Education~~. In the case of required departmental approval, such Request for Field Trip Approval Forms should be shared electronically with the department approver before arriving to the assigned Central Office administrator. Approval/disapproval for a field trip will be sent ~~electronically~~ via the electronic platform to the submitting principal ~~and the Transportation Department of the District~~. Please do not accept that a field trip has been approved until the electronic approval is received.

3. Alignment to appropriate ~~GSE~~ Georgia Standards of Excellence ~~or GPS standards~~ must be evident as the basis for the field trip. If instructional standards are not supported, the field trip will not be approved.

4. ~~-~~Necessary professional leave of absence requests must be submitted via ~~Aesop~~ the absence management system according to the established guidelines of the Professional Learning Department.

5. The Field Trip Approval Form must include complete information. N/A will denote a not applicable statement regarding the field trip.

6. Include contact number(s) for each teacher and chaperone for the time during the trip in the General Information section of the Request for Field

Trip Approval Form.

7. All proposed destinations with addresses and proposed times must be included on the Request for Field Trip Approval Form. If a place for a meal is a point of destination, it must be a safe location to dine. Remember to notify the school lunchroom according to school and District guidelines when dining off-campus. If the lunchroom is to prepare sack lunches, notify them according to school and District guidelines as soon as possible as special lunch foods may need to be ordered.

8. The electronic signature of the school principal must be affixed to the Request for Field Trip Approval Form before arriving to its destination electronically at the Central Office level.

9. Proof of insurance is always required to be submitted if a charter bus is the requested mode of transportation. The proof of insurance must be valid through the end of the requested field trip. 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.

10. For projected in-state chartered field trips: In order for a charter bus company to be utilized, it must be confirmed by the school that the charter bus company is listed on the Georgia Department of Public Safety “List of Licensed Bus Carriers”, holds a “Passenger Certificate” or a “Passenger Permit”, and that the bus company has a “Satisfactory Record.” This information must be accessed through the following web address: http://www.gamccd.net/LPCBusCarriers.aspx .

11. For projected out-of-state chartered field trips: In order for a charter bus company to be utilized, it must be confirmed by the school that the charter bus company is included in the U.S. Department of Transportation Federal Motor Carrier Safety Administration Safety and Fitness Electronic Records (SAFER) System accessed through the link included and that the company has a “Satisfactory” rating in interstate passenger transportation. The link must be accessed through the following web address: https://safer.fmcsa.dot.gov/CompanySnapshot.aspx .

12. With any projected use of a charter bus, the charter bus company must be an approved vendor with the District and must be included on the list of approved charter companies through the Procurement Department of the District.

13. Only busses belonging to the District or those confirmed through the preceding process may be utilized for transporting students.

14. The District requires that schools provide a minimum of one chaperone for every ten students attending a local or out-of-town (not overnight) field trip. The District also requires that schools provide a minimum of one chaperone for every five students attending out-of-state field trips and overnight field trips. Chaperones may be a teacher involved in the field trip, a District employee, a parent or legal guardian of a participating student, or school volunteer, as approved by the school principal.

15. On all field trips, a certified teacher or a certified administrator must be on each school bus and must maintain student behavior at all times. Principals will be responsible for providing a certified teacher or a certified administrator and adequate chaperones for each bus.

16. Principals are responsible for communicating guidelines to teachers and chaperones regarding supervision of student discipline and conduct during the field trip and until students are returned to school and/or parental/legal guardian supervision.

17. Schools are responsible for conducting teacher field trip chaperone orientations once per year for new teachers and new chaperones who will be participating in field trips that are not overnight field trips.

18. Teachers and chaperones participating in out-of-state or overnight field trips must receive an orientation from the school prior to each field trip detailing specific teacher and chaperone responsibilities relating to the specific field trip. The school must provide training regarding monitoring provisions and safety precautions for the specific field trip. Each teacher and chaperone must sign a printed orientation agenda (provided by the school) indicating receipt of the training. A copy of the teacher and chaperone orientation packet should be stapled to the orientation sign in sheet. For a sample orientation packet, please contact the Director of Fine Arts and Magnet Programs.

19. Each school year, an original Criminal History Record Information Consent/Inquiry Form must be submitted to and approved by the District's Human Resources Department for each adult not currently employed by the District who is projected to chaperone a daytime field trip. Principals must confirm that the chaperone is approved. Forms are current for only one school year. This background check requirement does not apply to current employees of the District serving as chaperones. It is the

responsibility of the Principal to ~~see~~ verify that projected chaperones have been approved. The District's Human Resources Department requires that each Criminal History Record Information Consent/Inquiry Form with a copy of a valid picture ID attached for the individual and their completed Volunteer Informed Consent Release And Hold Harmless Agreement Form be received a minimum of two weeks prior to the starting date of a projected daytime field trip. If a background check reveals a past that would hinder the person from being employed by the District, the person must not be used as a chaperone.

20. All volunteers must also submit to the school a Bibb County School District Volunteer Application Form.

21. Field trip costs passed on to students/parents/legal guardians through payment or fundraising must be considered and kept at a minimum in terms of field trip expenses (transportation, meals, lodging, event tickets, etc…) for field trips requested to take place outside a school day or school days. Money and fundraising may not be required from students/parents/legal guardians in order for a student to participate in a field trip involving a school day for students. In this case, a permission slip must be distributed to all parents including the following statement: No student will be denied participation due to the inability to pay or raise funds.

22. Permission procedures (permission slips) for students attending a field trip must be taken care of at the school level.

23. Students who require medication must be identified and the following arrangements must be made for the administering of medication during a field trip:

    a. When administering medication there is a one-hour window of time (30 minutes before the dosage time to 30 minutes after the dosage time) to administer the medication. For example, if a medication is scheduled to be administered at 12:00 Noon, the medication can be administered anytime between 11:30 AM and 12:30 PM.

    b. If medication that is administered at school must be administered while the student is away from school on a field trip, the organizing teacher/administrator must plan ahead in order to consult with the school nurse who can prepare the required dose or doses for travel in a bottle with all the appropriate information and instructions. After returning to the school from the student field trip, the organizing teacher/administrator must document that he/she gave the

medication on the Medication Administration Record maintained by the school secretary or school nurse. A copy of the Medication Administration Record form can also be obtained from the Director of Fine Arts and Magnet Programs.

c. For field trips outside of the school day, the organizing teacher/administrator must determine if a student will need medication that is routinely given at home and not at school. If so, the parent/legal guardian must complete a Medical Authorization and Release Form detailing the name of the medication and the time the medication should be administered. A copy of the Medical Authorization and Release Form can be obtained from the Director of Fine Arts and Magnet Programs. The medication must be in the appropriately labeled prescription bottle. Any administration of the medication must be documented on the Medication Administration Record by the organizing teacher/administrator and put on file upon return to school.

d. Students with asthma or allergies should be permitted to carry prescribed inhalers and ~~e~~Epi~~-p~~Pens with them at all times on any field trip. The organizing teacher/administrator must hold and dispense all other student medications during a field trip. The organizing teacher/administrator must hold and dispense all other student medications during a field trip.

e. Over-the-counter medications require written permission from the parent(s)/legal guardian(s) with clear information as to the dispensing of the medication. The dispensing of over-the-counter medications such as Tylenol and Benadryl (in case of allergic reaction) requires written permission from the parent(s)/legal guardian(s). Over-the-counter medications must be in the original containers, kept in the possession of the organizing teacher/administrator, and dispensed by the organizing teacher/administrator. Any administration of over-the-counter medication must be documented on the Medication Administration Record by the organizing teacher/administrator and put on file when they return to school.

f. ~~Roll checks~~ Attendance must be ~~conducted~~ taken each time students enter or leave the bus and enter or leave a point of destination.

g. Field trips to movie theaters are not allowed.

h. Field trips must be age-appropriate and content-appropriate for students.

i. Administration and staff must comply in a timely manner if other information regarding a field trip is requested as approval cannot be granted until all information is collected.

j. The Administration of the District reserves the right to withdraw approval for a field trip at any time.

k. If an approved field trip is canceled by the District, every effort will be made to reschedule District transportation. The organizing teacher(s) will be responsible for canceling and rescheduling non-District transportation and other details regarding a District-canceled trip.

l. Field trip attendees must be prepared to board the bus(es) at the requested pickup time. Field trip attendees must be prepared to board the bus(es) for the return trip early enough to arrive back at the school at the approved return time indicated on the Request for Field Trip Approval Form. Any late returns on trips will result in the time and cost overage being paid by the school location.

m. If a field trip includes a food court as a point of destination for a meal, the students must not enter any area other than the dining area. Entrance is prohibited to department stores and other vending areas such as arcades. School based consequences concerning the violation of this rule must be presented in written form to the participating students and their parents prior to the field trip.

n. Without express permission, it is not permissible to walk to or from a field trip point of destination.

o. Students are not permitted to ride in a van.

p. Students are not to be transported in a vehicle owned by a teacher. Students are not permitted to drive their own vehicles while on a field trip. A student is not permitted to ride with anyone other than his or her own parent or legal guardian while on a field trip involving an individual student or where District transportation is not provided.

q. Only current District certificated personnel may request and organize field trips.

r. All field trips involving theme parks will be considered for approval only when minimal to no loss of instructional time occurs.

s. The use or consumption of alcohol or any illegal substance is prohibited on a field trip.

t. All District employees must comply with Board Policy GAN, Employee Tobacco Use. This policy prohibits smoking and use of other tobacco products (e.g. vaporizers, cigarette devices) at all off-campus school sponsored activities.

u. In accordance with Regulation GAN-R(1), all non-employees assisting in school activities are prohibited from smoking or using other tobacco products during a school-sponsored event. If such conduct is observed, a request to cease use of the tobacco product will be made. Refusal to cease using the tobacco product may result in the termination of the individual's assistance.

v. Swimming is not permitted on field trips and field trip participants are not allowed in the pool area.

w. A standard first aid kit must be on each bus.

x. A copy of an updated school emergency information card for every student must be taken on each trip (with confirmed information regarding updated contact numbers, any known allergies, any known medical conditions, physician and insurance information). The principal must have a directory of all students, teachers, and chaperones participating in a field trip.

y. The bus route for a field trip must be submitted to the principal in advance of a trip.

z. Notification must be provided to students regarding the bringing of appropriate items (electronic items, etc.) at their own risk.

aa. Only movies approved through the school's Media Center will be allowed during field trips.

bb. The District's Code of Conduct and disciplinary procedures will be enforced during field trips.

cc. The organizing teacher must assign each student a “buddy” of the same gender for the duration of the field trip.

dd. **Supervision of Students**

Monitoring provisions and safety precautions must be established at the school level well in advance of a field trip. Group monitoring provisions, safety precautions, and chaperone assignments must be discussed with each chaperone in advance of a field trip.

It is not recommended that organizing teachers and administrators chaperone a specific group of students so that the individuals are available to assist field trip chaperones in supervising students and handle any emergencies that may occur.

If a field trip concludes after school hours, teachers or administrators must remain with students until all students have been picked up.

ee. **Added Requirements For Requests For Overnight Field Trips and/or Out-Of-State Field Trips**

In addition to the General Field Trip Requirements, if a Request for Field Trip Approval Form is for an overnight field trip, the following must be adhered to:

1. A detailed daily itinerary ~~(with every moment packed with details for the entire time)~~ must be included on the Request for Field Trip Approval Form. A final itinerary ~~will~~ must be submitted to the Principal two weeks in advance of the requested field trip.

2. A student safety plan (designed by the organizing teacher) that details monitoring provisions and other safety precautions ~~for every moment~~ must be submitted to the Principal and approved in advance of a field trip by the Principal. Among other provisions and precautions, the plan should include emergency procedures ~~in case of emergency situations with emergency~~ detailing meeting locations ~~confirmed to be established~~. Room checks, the taping of all doors, and initialing of the tape for overnight monitoring must take place and be supervised by the organizing teacher/administrator and must be included in the plan. Student doors must be monitored overnight by teachers, chaperones, or by a security guard who has background check approval through his or her employing company. Provisions

must be included in the plan for hallway monitoring for overnight. The organizing teacher must remove the tape during the wake-up call and ensure that all students are accounted for. Teacher and chaperone contact numbers and room numbers must be provided to students in case of emergency.

3. For projected overnight field trips, the organizing teacher/administrator must determine if a student will need medication. If so, a parent/legal guardian must complete a Medical Authorization and Release Form detailing the name of the medication and the times for the administering of the medication. The medication must be in the appropriate labeled prescription bottle. Any administration of the medication must be documented on the Medication Administration Record by the organizing teacher/administrator and filed with the school medication records upon return to the school.

4. Contact number(s) for the hotel(s) for the time during the trip must be provided to the Principal prior to a field trip.

5. Policy will be established and enforced regarding no member of the opposite gender being allowed in the room of the other gender.

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

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

~~8. Long distance telephone services must be canceled in all rooms. Provisions must be made for room-to-room calling.~~

~~9.~~8. Pay-per-view television must be turned off in all rooms.

~~10.~~9. Please note that fingerprinting must occur through the District's Human Resources Department for each adult not currently employed by the District who is projected to chaperone any overnight field trip. (The fingerprint background check is current for only one school year.) A valid photo ID and a Social Security Card are required to be fingerprinted. It is the responsibility of the Principal to see that fingerprinting is completed a minimum of two weeks prior to the projected

starting date of a field trip and that background check approval is granted from the Human Resources Department prior to the individual serving as a chaperone on a field trip. Background check approval must be granted from the Human Resources Department before an individual is permitted to serve as a chaperone. If a background check reveals a past that would hinder a person from being employed by the District, the person must not be used as a chaperone. This background check requirement does not apply to current employees of the ~~Bibb County School~~ District serving as chaperones.

~~11.~~10. The District requires that schools provide a minimum of one chaperone for every five students attending out-of-state field trips and overnight field trips.

~~12.~~11. 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.

C. Transportation Department Information

1. All field trips within Bibb County will be calculated at 20 total miles for the field trip.
2. All out-of-county field trips will be calculated from the point of origin to the point(s) of destination and to the point of return. You may use Google Maps or bing.com to calculate your estimated mileage. You will need a point of origin, point(s) of destination, and ending address. Calculate your trip for the "quickest route".
3. ~~-~~The charge for school bus mileage is established by the District's Transportation Department for all field trips.
4. The rate charged for a Transportation Department school bus driver for field trips is set by the Transportation Department with a 3 hour minimum.
5. No field trips utilizing a school bus will be scheduled on school days before 9:00 AM and all school buses must ~~arrive back~~ return to the school no later than 2:00 PM. Please note that school buses need to be ready for regular service by 2:00 PM (empty and leaving the school). It is possible that the Transportation Department may be able to provide a school bus at other times on a school day if a school-based District employee listed on the Transportation Department's approved driver list is provided by the school. In such case, the driver's name must be included on the Request

for Field Trip Approval Form. Please note that school-based District employees are allowed to drive school buses during school hours only for approved field trips and provided their students are participating in the field trip.

6. Any trip after school hours can be complicated. Most school buses are still in service as late as 5:00 PM. If you have a field trip that requires a school bus before 5:00 PM, confirm that a bus ~~would be~~ is available with the Field Trip Coordinator at the Transportation Department (779-2007). A school bus or a limited number of school buses may be available for early departures.

7. The number of students and chaperones must not exceed the Transportation Department's maximum limit per bus. Check with the Field Trip Coordinator at the Transportation Department for maximum limits and for the number of buses needed for a field trip.

8. The Transportation Department must be notified if a trip requires a bus with special accommodations (e.g. a lift).

9. Food may not be eaten on school buses.

10. Aisles and emergency doors on school buses must not be blocked in any way by any item.

11. Transportation to athletic events is not provided for spectator purposes.

12. Only students, teachers, and chaperones participating in a field trip may ride school buses.

13. Times and pricing are subject to change by the Transportation Department at any time without notice.

14. All schools will follow the established protocol for field trip approval.