Regulation IFCB-R: Field Trips and Excursions **Status:** DRAFT

Original Adopted Date: 07/11/2002 **| Last Revised Date:** 01/04/2017 **| Last Reviewed Date:** 11/16/2026

Transportation

Field trips are an integral part of the education of students in the Carroll County School System.

In order to make the trips as safe as possible, the following procedures and rules must be followed:

Approval Procedures

1. All trips must be approved by the school principal.

2. ~~All instructional field trips scheduled for extended day (longer than school hours), overnight, and/or out of state must be submitted to the Assistant Superintendent of Administrative and Support Services and the Director of Transportation no later than the first day of the month preceding the scheduled trip. These trips will be presented to the school board for review and action.~~

3. All extended-day (longer than school hours), overnight, and/or out-of-state field trips—whether instructional or related to athletic, academic, and ~~band~~ fine arts competitions, must be submitted to the ~~Assistant~~ Associate Superintendent of ~~Administrative and~~ Support Services and the Director of Transportation no later than the first day of the month preceding the scheduled trip. These trips will be presented as an information item so that the school board may review these requests.

4. All subsequent extended (longer than school hours), overnight, and/or out-of-state field trips due to the result of advancement in brackets, competition, or other special opportunities related to athletic, academic, ~~band, chorus,~~ fine arts, or other school-related group must be submitted to the ~~Assistant~~ Associate Superintendent of ~~Administrative and~~ Support Services and the Director of Transportation immediately upon notification that the school will need to participate further. These trips will be presented as an information item so that the school board may review these requests.

Field Trip Etiquette

1. Teachers and chaperones are to take care of all discipline matters on the bus.

2. Noise must be kept to a minimum so as to not distract the bus driver

3. A trip schedule must be strictly followed so as to allow time to complete the planned activities. The driver must return to school in time to start the afternoon route. Field trips must return to school no later than the time designated by the Director of Transportation,

unless specified as an extended day trip.

4. Students and student supervisors are responsible for leaving the bus interior in clean condition.

Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: ***To access the policy references, CLICK HERE:*** **State of Georgia Terms and Conditions** ***and close the LexisNexis tab, which will return you to the policy. Click on the links below to be taken to each specific code. You should only have to do this one time per session.***

State	Description
O.C.G.A. 20-02-0074	Solicit and accept donations for educational purposes
O.C.G.A. 20-02-0411	School fund kept separate; use of funds; separation of school taxes; investments
O.C.G.A. 20-02-1074	Transportation for elderly, disabled persons and 4H activities
O.C.G.A. 20-02-1075	Use of school buses for recreational or educational activities
OCGA 20-2-1076	Alternative vehicles for school buses; limitations on use; requirements; insurance.
OCGA 20-2-188	Student transportation
Rule 160-5-3-.04	School Bus Insurance
Rule 160-5-1-.02	School Day and School Year for Students and Employees