

## **FIELD TRIP GUIDELINES**

### **Definition of a Field Trip**

A field trip is any approved and planned enrichment activity involving students that is discussed in the school environment which takes place away from the traditional school setting. Included are all events and activities outside of the school for which participation, cooperation, or support of the activity is under the control of the School Principal. A field trip must have a clearly written educational objective consistent with the Georgia Standards of Excellence for students to be present for the school day.

### **Principal's Responsibility**

The Principal/Designee will review the field trip packet to ensure that all District policies and Procedures have been followed. He/she will also check for the educational appropriateness of the trip, the accuracy of the information, the completeness of the forms and accompanying papers, and the source of the funding. Student participation, accommodations, overnight procedures, and financial information.

### **Field Trip Approval Process**

The field trip process must be completed and approved by the School Principal/Designee for all field trips.

The field trip process must include:

1. Submit Transportation Request - cancel if not approved
  - a. Refer to the Transportation memo to calculate field trip costs for driver and fuel
2. Complete the Field Trip Approval Form
3. Distribute Field Trip Permission Form for Parent/Guardian Approval for each student
4. Create a Roster of Students and Chaperones (Insure an appropriate number of chaperones per student)
  - a. A student who has ISS/OSS on the day of the trip may not participate
5. Submit Detailed Itinerary
6. Complete Out of State Travel Approval (out-of-state only)
7. Submit a Professional Leave Request
8. Notify School Nutrition if students will miss breakfast/lunch for bag breakfasts and/or lunches

### **Supervision**

- Minimum of two chaperones for all field trips
- Out of county trips - one chaperone to every 10 students
- At least one of the chaperones on all field trips must be an active certified employee.
- Students must be chaperoned at all times and never left to roam around on their own. Students must be grouped all together or broken into groups with an approved chaperone. Student check-in, with stationary chaperones, is forbidden. Chaperones must be with students at all times.
- Before leaving and returning to the bus, verify the roster and number of students present.

- Volunteer Chaperones who will supervise students must complete the district's Volunteer Application Packet which requires a background check.

### **Contact Information**

Trip organizers must have current contact numbers for each student on the trip. Trip organizers with personal cell phones will give their number to the Principal/Designee to communicate any emergencies. The trip organizer will then use all means necessary to keep the school principal and parents/guardians informed of any unusual activities during the trip.

### **Emergency Information**

#### **Hazardous Weather**

In the event of potentially hazardous weather, all decisions regarding travel should be referred to the nearest state police or local law enforcement when not in the District. All staff, chaperones, and students will follow the instructions put in place at that time.

#### **Bus Accident or Emergency**

If your bus is involved in an accident or there is an emergency, while on a field trip, the chaperones must follow full directions from the Bus Driver(s) and certified personnel. Students will stay with chaperones in emergency situations. Non-staff are not to be given the responsibility for student behavior and supervision.