

BULLOCK COUNTY BOARD OF EDUCATION

2019-2020 Field Trip Guide for Schools

*The Office of
Auxiliary Services*

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FIELD TRIP/EXTRACURRICULAR ACTIVITY & PROCEDURES

Field trips are defined as educational experiences conducted during the school hours and planned by a teacher to correlate with the regular classroom instructional program. Field trips may be an integral part of classroom instruction. The experiences gained during field trips give relevance and meaning to content knowledge. Teachers are encouraged to develop an annual calendar of planned grade level field trips so as to ensure correlation with the curriculum.

PROCEDURES

Local schools are to develop procedures for field trip approval, securing transportation, collecting required fees, and accommodating necessary schedule adjustments.

1. The Superintendent **must approve all field trips/extracurricular activity for grades K-12**. A field trip request form must be completed, signed by the principal, and sent to the Central Office, at least (2) weeks prior to the date of the trip for final approval. District-approved form must be completed in its entirety. Forms not complete will be returned to prospective school.
 - Principal must have an agenda for a safety meeting with chaperones and students in advance of the trip. The meeting must include a review of the trip itinerary and what is expected from each student and each chaperone at every stop and during the transportation of students. Parents should be invited to this meeting.
 - Expectations for trip
 - Educational Objective
 - Behavior/Discipline Policy
 - Chaperones/Student Assignment
 - Safety Briefing (Important of Timeline)
 - Chaperones must be assigned specific groups of students. These groups must work together in a “buddy system” with students and their chaperone staying together throughout the trip. Students who do not cooperate and work with their group will not be allowed to participate in future fieldtrips.
 - Students are required to stay with their chaperone during meals and may only eat at the predetermined restaurant(s).

- Rest stops and meal stops must be pre-planned. Restaurants should be called in advance to provide them notice of the planned stop and to discuss logistics for parking buses, safely moving students between buses and the restaurant(s) and to allow the restaurant to prepare for the visit. Meals for bus driver(s) should be included in the planning process.
 - Schools will be invoiced for the cost of trips; to include bus drivers' fees and miles per gallon.
2. The teacher should request approval from the principal for any field trip/extracurricular activity providing specific information related to date, time, location, and instructional objective.
 3. Permission/denial for all in-county trips are the responsibility of the principal.
 4. Bullock County Public Schools Trip Permission forms for any off campus field trip/activity are to be signed by parents or guardians for each student making the field trip/extracurricular activity. Permission slips are to be completed for each field trip and kept on file in the school office. (Verbal permission by phone will not suffice.)
 5. All information related to the field trip/extracurricular activity, including the permission form is to be sent home only AFTER the principal has approved the trip including the date, time and arrangements.
 6. Trips which require pupils to pay entrance fees, fares, or any other money should be kept to a minimum. No child will be denied the opportunity to participate in a field trip experience because of a prohibitive cost.
 7. Trips for recreational or holiday celebration purposes should not be undertaken by the school.
 8. Arrangements for transportation and parental assistance are the responsibility of the local school. The Central Office recommends one adult per every ten students. All field trips must be chaperoned by school personnel. The use of spouses or other adult relatives as chaperones should be limited. Parents' assistance is encouraged.
 9. Students should be made aware of the importance of behavior and the image projected on field trips/extracurricular activity. It is the teachers' responsibility, not the bus driver, to maintain discipline of students while on the bus for field trips. Special attention should be given to the dress of students and adults. Educational field trips are school functions.

10. The teacher is required to notify the cafeteria personnel at least two weeks prior to the trip, in the event lunches are needed.
11. Daily medications should be kept in the custody of the teacher if students are not expected to return to the school site prior to the scheduled dosage time.
12. Siblings may not attend field trips/extracurricular activity.
13. Substitutes may go on field trips/extracurricular activity, if accompanied by a certified staff member from the school. Substitutes should not be solely responsible for taking students on field trips.
14. Recreational field trips/extracurricular activity should not be considered during the instructional school day. Bullock County Public School buses will not be used to transport students for recreational field trips (excluding sporting events) during the instructional school day.
15. System-wide field trips are encouraged and school participation required.
16. A child should not be excluded from a field trip for disciplinary reasons. However, if a child requires close supervision, the parents will be required to accompany the child on the trip.
17. A list of everyone on the bus – students, teachers, chaperones (also see #19), bus driver, and emergency contact numbers (parent/guardian for students) must be kept on the bus, in the Transportation Office and at the school.
18. The names of parents, guardians, or any adult who is not a BCS employee must be forwarded to Central Office, along with a signed and dated volunteer form. Volunteering form is for a one-time occurrence. Additional field trips require a background check. These forms may be obtained from the Principals' office. Please submit information at least 48 hours prior to the trip.
19. This list must be e-mailed to Transportation Supervisor Tony Cooper and the Superintendent prior to the field trip.
20. This list must contain cell phone numbers of BCS employees on the trip.
21. Tony Cooper (Transportation Supervisor) 334-312-7751, or school principal will be contacted in reference to any emergency encountered on the trip.
22. The teachers are responsible for the cleanliness of the bus after field trips.

OUTSIDE AGENCIES

Any and all outside agencies requesting transportation from Bullock County Schools must follow all procedures outlined in this manual. Please note that outside agencies will be billed an additional \$1.00 per gallon of gas. Ex: school rate - \$1.25 per gallon; outside agencies - \$2.25 per gallon. This money will be used to cover other maintenance expenses.

NOTE: Please refer to Field Trip Policy IFCB before scheduling field trips.

Overnight Field Trips/Out-of-State Field Trip/Extracurricular Activity

Request(s) for overnight field trips and out-of-state field trips should be forwarded to the Office of the Superintendent for board approval. The following items should be considered when planning an overnight field trip or out-of-state field trip:

- ❖ Any medical needs of the student that should be brought to the attention of the person in charge
- ❖ Permission to give treatment (medical, hospital, etc.)
- ❖ Directions for parent or guardian in case of an emergency
- ❖ Outline of emergency steps (availability of nurses, paramedics, etc.)
- ❖ A brief narrative (attachment) outlining objectives justifying the nature and importance of the trip

ADDITIONAL NOTES

- Provisions shall be made for non-participating students to continue their learning experiences at school.
- Students shall not be deprived of the opportunity to participate in educational field trips because of the parents' or guardians' inability to pay the assessed fee. Local schools will provide the fee for students unable to pay for in-county field trips. Costs should not be passed on to students who can pay. In the event a teacher is absent on the day of a field trip that is prepaid or is a one-time performance, it is recommended that the principal make necessary arrangements to avoid cancellation.
- Primary supervision for students participating in educational field trips is rendered by professional employees of the Bullock County Public School System. Chaperones are adults who accompany the teacher(s) and students with the understanding that the teacher holds the leadership position and is responsible for all decisions. Authorization forms for all chaperones participating in educational field trips shall be completed, signed by the principal and retained in the school office. Principals may determine that a chaperone be excluded from the educational field trip for the following reasons:
 - Inappropriate behavior
 - Extenuating circumstances that do not permit full participation
 - Parents who are unable to stay for the duration of the field trip
 - Parents who wish to include other small children and babies

- **All out-of-county/in-county** educational field trips should be approved by the principal. These field trips should be planned and conducted in a manner that would allow students the opportunity to be served lunch. However, if the distance, length, and purpose of an educational field trip necessitate eating away from school, arrangements must be made with the school lunchroom for sack lunches. The actual field trip will include only those places identified on the request form. Any educational field trip which involves one full class or a composite of thirty-five students or more, shall require transportation by bus only. Under certain conditions Special Education classes may be excluded from this requirement. Any educational field trip, which involves less than one full class or composite of 35 students, shall require transportation (vehicle) provided by or approved by the principal.
- **All field trip/extracurricular activity times should include the process of loading prior to trip and unloading upon return to school. All buses must be back on the school campus by 2:00 pm.**
- Supervising teachers shall report in writing to the principal any irregularities or accidents that occur during an educational field trip/extracurricular activity.
- Educational field trips are not recommended after May 1.
- **Codes of Conduct and appropriate rules of safety shall be thoroughly discussed prior to each educational field trip/extracurricular activity. All system and local school Codes of Conduct shall be enforced.**
- **Trips planned to take place during weekends, holidays (winter, spring, summer vacations) shall not be considered as school functions, and become the complete responsibility of the sponsor(s) and parents of those students participating in the activity. However, any time funds for trips are collected and deposited in a local school account; said trip is considered to be school sponsored. (See forms)**

Principals' Responsibilities

The principal is responsible for the approval of selected sites, transportation arrangements, and supervisory personnel (teachers and chaperones) involved in educational field trips. The principal is also responsible for insuring, to the degree possible, the safety and well-being of students; therefore, all students are expected to be full participants in all educational field trips. This includes utilizing transportation provided/approved by the school, the supervision by teachers and approved chaperones, and visits to only those places identified on the request form. Any deviation from this procedure will require prior notification/approval from the principal.

REMINDER: BCS does not have insurance for vehicles that are not system owned.

- **Students should not be removed from a field trip/extracurricular activity at**

any point during the trip by parents, guardians, or others without permission from the principal.

**BULLOCK COUNTY SCHOOLS
NON-SPONSORED FIELD TRIPS**

MEMO:

FROM:

RE:

DATE:

This is to inform you that the trip to _____ that is being planned for _____ (date) is **NOT** being sponsored by the Bullock County Board of Education. This letter is sent to make certain that as parents or guardians of a child who will be joining us in the field trip to _____, you clearly understand that the trip is not in any manner sponsored or endorsed by the Bullock County Board of Education. Neither the School Board nor any of its employees take responsibility for this trip. Should you have any questions regarding this information, please contact me immediately.

PLEASE COMPLETE AND RETURN THE FORM BELOW:

This is to verify that I have been advised by _____ that the trip to _____ which has been planned for _____ (date) is not in any manner sponsored or endorsed by the Bullock County Board of Education, acting in that capacity. I understand that neither the School Board or any of its agents, servants, or employees assume any responsibility for the trip.

PARENTS NAME (Please print): _____

PARENT'S SIGNATURE: _____

ADDRESS: _____

STUDENT'S NAME: _____

BULLOCK COUNTY BOARD OF EDUCATION
UNION SPRINGS, ALABAMA

TRANSPORTATION REQUEST FORM FOR OUTSIDE AGENCIES

Note: This form must be completed by personnel sponsoring any school activity to be conducted away from the school premises ten (10) days in advance of the proposed activity.

ORGANIZATION: _____ DATE: _____

SUBMITTED BY: _____ SIGNATURE: _____

CONTACT INFORMATION: NAME: _____ CELL NUMBER: _____

CHECK ONE: () Within County () Within State

DESTINATION FOR TRIP: _____

PROPOSED DATE(S) OF TRIP: _____ / _____

GROUPS INCLUDED: _____

NUMBER OF PERSONNEL: _____

DEPARTURE TIME: _____ RETURN TIME: _____

PICK-UP/DROP-OFF LOCATION: _____

MODE OF TRANSPORTATION: () School Bus (Regular) () School Bus (Sp. Needs)
(Check One)

Indicate number needed: _____

FUNDS (Trip is paid from): _____

TRANSPORTATION SUPERVISOR'S SIGNATURE: _____ DATE: _____
(CHECK ONE) () APPROVED () DISAPPROVED

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____
(CHECK ONE) () APPROVED () DISAPPROVED

BULLOCK COUNTY BOARD OF EDUCATION
UNION SPRINGS, ALABAMA

FIELD TRIP/EXTRACURRICULAR ACTIVITY REQUEST FORM

Note: This form must be completed by personnel sponsoring any school activity to be conducted away from the school premises ten (10) days in advance of the proposed activity.

SCHOOL: _____ DATE: _____

SUBMITTED BY: _____ SIGNATURE: _____

CHECK ONE: () Within County () Within State () Out-of-State

TYPE OF FIELD TRIP (Check One): () Academic (Other than Athletic/Band/Music)
() Athletic () Band () Music () Other

DESTINATION FOR TRIP: _____

DESTINATION FOR MEALS (BREAKFAST and/or LUNCH): _____

SCHOOL MEALS NEEDED: ____ YES ____ NO (Please contact CNP Director)

PROPOSED DATE(S) OF TRIP: _____ / _____

GRADES/GROUPS INCLUDED: _____

NUMBER OF STUDENTS: _____ NUMBER OF CHAPERONS: _____

DEPARTURE TIME FROM SCHOOL: _____ RETURN TIME TO SCHOOL: _____

MODE OF TRANSPORTATION: () School Bus (Regular)** () School Bus (Sp. Needs)** () Walk
(Check One) () Commercial Bus () Private Cars () Van

** If school buses are to be used, indicate number needed: _____

FUNDS (Trip is paid from): _____

EDUCATIONAL OBJECTIVE(S) AND/OR PURPOSE OF THE ACTIVITY:

PRINCIPAL'S SIGNATURE: _____ DATE: _____

(CHECK ONE) () APPROVED () DISAPPROVED

TRANSPORTATION SUPERVISOR'S SIGNATURE: _____ DATE: _____

(CHECK ONE) () APPROVED () DISAPPROVED

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

(CHECK ONE) () APPROVED () DISAPPROVED

BOARD APPROVAL (Out-of-State and/or Overnight) () YES () NO

Note: Students participating in any activity away from the school premises must have a Parental Authorization and Release Form on file for each such activity. Revised 6/1/2019