

JEFFERSON COUNTY BOARD OF EDUCATION

FIELD TRIP REQUEST FORM

PLEASE TYPE OR CLEARLY PRINT AND COMPLETE EACH SECTION THAT RELATES TO YOUR REQUEST. INFORMATION FOR COMPLETING THIS FORM IS LOCATED ON THE BACK OF THIS DOCUMENT. PLEASE REVIEW THE TIME FRAME FOR SUBMITTING REQUESTS FOR FIELD TRIPS TO THE CENTRAL OFFICE. ANY TRIP SUBMITTED FOR BOARD APPROVAL MUST HAVE AN ORIGINAL SIGNATURE. FAXED COPIES WILL ONLY BE ACCEPTED IN EMERGENCY SITUATIONS.

ONLY ONE TRIP/EVENT PER FORM

SCHOOL: _____ DATE: _____

SUBMITTED BY: _____

FIRST & LAST NAMES OF TEACHERS/SPONSORS

SUBMITTED TO: _____ (PRINCIPAL)

CHECK ALL THAT APPLY: () OVERNIGHT () OUT OF COUNTY () OUT OF STATE

DATE(S) OF TRIP (INCLUDE DAY OF WEEK WITH DEPARTURE/RETURN DATES):

GRADE(S): _____ SUBJECT AREA: _____ NUMBER OF STUDENTS: _____ NUMBER OF CHAPERONES: _____

DEPARTURE TIME: _____ RETURN TIME: _____ DISTANCE ONE WAY (ESTIMATE): _____

DESTINATION (INCLUDE LOCATION, EVENT, AREAS TO VISIT):

ACCOMMODATIONS IF OVERNIGHT (INCLUDE NAME/ADDRESS/PHONE OF ACCOMMODATION):

EDUCATIONAL OBJECTIVE:

MODE OF TRANSPORTATION: () SCHOOL BUS () COMMERCIAL CARRIER () PARENTAL RESPONSIBILITY () WALK

NUMBER OF SCHOOL BUSES REQUIRED: _____ ARE BUSES WITH LIFTS REQUIRED? _____

NAME OF COMMERCIAL CARRIER (COPY OF INSURANCE CERTIFICATE MUST BE ATTACHED): _____

NUMBER OF DAYS OUT OF SCHOOL (IF APPLICABLE): _____ A COMPLETE SAFETY PLAN MUST BE ATTACHED TO THIS DOCUMENT AND ON FILE IN THE PRINCIPAL'S OFFICE.

APPROVED () DENIED ()

APPROVED () DENIED ()

_____ DATE: _____

_____ DATE: _____

PRINCIPAL/SUPERVISOR

DIRECTOR, STUDENT SERVICES

ALL OUT OF STATE AND/OR OVERNIGHT TRIPS APPROVED BY STUDENT SERVICES MUST BE APPROVED BY THE JEFFERSON COUNTY BOARD OF EDUCATION. A TENTATIVELY APPROVED COPY WILL BE SENT TO THE PRINCIPAL PENDING BOARD APPROVAL. THE RESPONSIBILITY OF OBTAINING THE NECESSARY BUSES RESTS WITH THE PERSON REQUESTING THE TRIP. INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE BACK OF THIS PAGE. DO NOT COMPLETE THIS FORM UNLESS YOU ARE FAMILIAR WITH THE REQUIREMENTS FOR A FIELD TRIP. SIGNATURES ARE REQUIRED FOR APPROVAL OF ALL FIELD TRIP REQUESTS. THIS REQUEST MUST REACH THE DIRECTOR OF STUDENT SERVICES WITHIN THE TIME FRAME DESCRIBED ON THE BACK OF THIS FORM.

FIELD TRIPS AND OFF-CAMPUS EXTRACURRICULAR ACTIVITIES GUIDELINES

A **field trip** is defined as any school sponsored or related educational activity which results in one or more students leaving the school campus for any period of time during regular school hours, or participating in a school sponsored educational or curriculum related event after school hours. All field trips must serve an educational objective by enriching the instructional program and should be part of a defined lesson plan.

Off-Campus extracurricular activities are school sponsored or related extracurricular activities which are not a part of the school educational curriculum and which ordinarily occur outside of regular school hours. All off-campus extracurricular activities must be school related and must be approved by the local school principal. All funding for field trips and off-campus extracurricular activities must be generated at the local school level.

Students shall not be permitted to take part in field trips or off-campus extracurricular activities without first presenting written authorization on a Board approved form, which must be completed and signed by the student's parents or legal guardian. Field trips and off-campus extracurricular activities must also be approved as follows:

- **Same Day In-state Activities.** *Local principals will be responsible for approval of all same day, in-state field trips and off campus extracurricular activities.* Requests for permission must reach the school principal for approval at least ten (10) working days prior to the trip. These requests must be submitted on the proper form provided by the Board of Education. Failure to meet the ten (10) day requirement may result in disapproval. A copy of the approved form must be forwarded to Student Services and, if school buses are used, to the Director of Transportation at least five (5) working days prior to the trip. Exceptions may be made for participants in rescheduled or postponed events. All changes to previously approved trips must be approved by the principal and provided to Student Services and Transportation as specified above.
- **Overnight Field Trips.** Any overnight field trip request, whether in-state or out of state, must be approved by the Board of Education. A field trip/off-campus activity application must be submitted with a Safety Plan, transportation information, accommodations including street address and phone number of the accommodations, and a detailed itinerary of the trip. Emergency exceptions to these procedures are available upon request to the Director of Student Services.
- **Out-of-state Activities and Activities for Three or More School Days.** Requests for all out-of-state field trips and out-of-state off-campus extracurricular activities *must be pre-approved by the Board of Education.* Requests which require Board approval must reach the Director of Student Services at least six (6) weeks prior to the Board meeting which precedes the trip. Failure to meet the submission deadline *may* result in disapproval. A field trip/off-campus activity application must be submitted with a Safety Plan, transportation information, accommodation information including street address and phone number of the accommodations and a detailed itinerary of the trip. A follow-up report for all out-of-state field trips shall be submitted by the trip sponsor to the Board through the Deputy Superintendent of Instructional Services' office within one week after returning.

A **Safety Plan** for each activity must be developed and a *copy* kept on file in the principal/supervisor's office. The Plan should include a list of students on the trip, signed permission to travel forms, medical information pertaining to trip members including Emergency Action Plans for students who require specific medical assistance, chaperones, trip itinerary, current emergency telephone numbers, carrier information, and for overnight or out-of-state trips, a calling tree and student accommodation information. Teachers/sponsors are strongly encouraged to have access to a cellular phone during the entirety of the trip.

All field trips must be supervised by school personnel. Parents' assistance as chaperones may be encouraged. The age of the students, regulations involving special needs students and the need to ensure their safety on the field trip shall dictate how many chaperones will be required for a particular trip. However, the following guidelines should be followed: one (1) chaperone to twenty (20) or fewer students for within county trips; one (1) chaperone for every fifteen (15) students for out of county/within state trips; one (1) chaperone for every ten (10) or fewer students for out of state/same day trips and one (1) chaperone for every eight (8) or fewer students for any overnight trip whether in or out of state is required. Final approval of chaperones is at the discretion of the principal. **NO CHILDREN OTHER THAN THE STUDENTS OF THE TEACHER/CLASS REQUESTING THE FIELD TRIP WILL BE PERMITTED ON A FIELD TRIP**

Transportation for field trips and off-campus extracurricular activities may be provided by one of the following:

- **School bus.** School buses owned and operated by the board will be available for use on field trips with appropriate notice. It is the responsibility of the school principal to ensure that written notification of the intent to use school buses for field trips is sent in advance to the Director of Transportation. A copy of the approved field trip form will be considered written notification. **THE USE OF SCHOOL BUSES WITHOUT SUCH NOTIFICATION IS STRICTLY PROHIBITED.** Transportation by local school bus shall not interfere with regular bus services, and all costs incurred shall be paid by the local school, at a rate to be determined by the board. Payment is due at the time the trip is taken and will be billed on a monthly basis by the Finance Department.
- **Commercial carrier.** Transportation for field trips may also be provided by commercial carrier. Such transportation must be by a properly insured franchised public transportation company. The principal shall check the PCI/ICC number and the insurance coverage on such carriers at the time of the contract execution and prior to allowing departure from campus. A copy of such documents shall be included with the field trip request form. Vans with a capacity of more than ten passengers should not be used for field trips.
- **Parent-arranged or provided transportation.** Field trips and other off-campus extracurricular activities may also be without Board-provided transportation. In that case, transportation must be parent-arranged or provided for by parents. If such transportation method is used, it must be with the knowledge and specific written permission of each student's parents. If transportation for a field trip or off-campus extracurricular activity is not provided, it shall be the sole responsibility of each individual parent to provide for or otherwise arrange for transportation to and from the trip or activity. The Board cannot and will not be responsible for insurance or safety for parent-provided or arranged transportation, and parents should make arrangements to ensure the safety of his or her own child in the event transportation is not by school bus or commercial carrier.
- **Walk.** Field trips and other off-campus extracurricular activities may be approved for students to walk to the event where walking would be safe and appropriate.

No commitments for any field trip or event shall be made or money collected for an over-night or out-of-state field trip or event until approval has been provided at the Board level. All students in the class may be allowed to go on field trips unless parents deny permission, or if transportation is not being provided, if parents fail to arrange for or provide transportation. Instructional provisions shall be made for those students who do not participate. Classes or groups should receive preparation prior to the trip and follow-up instruction upon returning.

Trips scheduled as part of a student's IEP shall be requested on Board approved forms. These activities must be approved by the principal and by an Exceptional Education supervisor.

ALL PROVISIONS OF THE CODE OF CONDUCT APPLY TO STUDENTS ON FIELD TRIPS.