

IFCB-R Field Trips

10/4/19

RATIONALE/OBJECTIVE:

A field trip is defined as a planned educational experience away from the school campus at any time of day directly related to and correlated with a particular unit of study or a specialized function of the school such as club functions or other school activities. The Superintendent is authorized to approve the use of school buses for field trips and to delegate approval for the use of the vehicles for these purposes to appropriate personnel in the transportation department.

RULE:

School personnel should be familiar with the Field Trip Procedures Manual (Field Trip Manual) provided by the Transportation Department.

The following regulations and procedures shall be observed regarding field trips:

A. GENERAL PROVISIONS:

1. Local schools scheduling field trips must follow all regulations and comply with pertinent administrative procedures for the implementation of the District's rules relative to such trips.
2. County buses shall be made available for educational field trips within the county and other sites as designated by the regulations. Local schools will be billed for the cost of the field trip.
3. Educational field trips shall not be authorized during the first ten (10) school days nor the last five (5) days of the school year. This restriction does not apply to after-school activities.
4. Field trips should not be used as a behavioral reward.
5. Teachers, working with school administrators, have the authority to exclude the participation of students whose behavioral history suggests the possibility that they may endanger themselves or others while on a field trip. This decision must be made on actual student behavior and not based on disability identification.
6. Rules relative to pupil safety and behavior will be adhered to.
7. Regardless of the ability or willingness of a student's parent or guardian to donate funds in support of the field trip, any field trip must be made available to all subject-matter eligible students, including students with special needs.
8. Only students who are regularly enrolled in the school district and who are involved in the instructional activity will be eligible for transportation.

B. PROCESS TO APPLY FOR PERMISSION TO TAKE A FIELD TRIP:

1. Requests for field trips shall originate with the teacher and be submitted for approval to the school administrator on Form IFCB-1. The field trip must then be approved on the Field Trip Management System (FTMS) by the principal. Local school personnel will provide specific instructions concerning how to submit a field trip request to their staff.
2. All trips, no matter what type or what method of transportation is used, must be submitted to FTMS to be properly covered by liability insurance coverage by the district. For overnight field trips, Form IFCB-2 must be completed and submitted to the appropriate central office administrator (see F.1. below).
3. Requests must be entered in the FTMS fifteen (15) school days prior to the date of the trip, if not, Transportation may deny the field trip request.

4. Other teachers should be notified at least two (2) weeks in advance if the students are to miss their class as a result of the field trip. Students must be counted present when on a field trip and must be allowed to make up work, except as provided in section G.
5. The field trip request must include an instructional plan for accommodating all students. A quality alternative instructional experience for those students choosing not to attend the field trip must be provided by the teacher supervising the trip.

C. FINANCIAL PLANNING:

The appropriate principal or central office administrator shall follow the procedures in the Field Trip Manual and the Local School Accounting Procedures Manual when considering the cost of the field trip and determining whether to approve or deny a trip.

D. SUPERVISION AND CHAPERONES:

1. Employees, parents, guardians, and/or their spouses, as well as similar adults of supervisory age, approved by the school administrator will be permitted to accompany transported groups on school buses for supervisory purposes.
2. A teacher or adult supervisor must ride on each bus.
3. In all cases, appropriate adult supervision shall be provided and approved by the school administrator. Minimum requirements for adult supervision are the following:
 - a. Elementary 1 Adult for every 15 students
 - b. Middle School 1 Adult for every 20 students
 - c. High School 1 Adult for every 25 students
4. Chaperones may not bring other children on a bus during the field trip.
5. For the duration of the field trip, employees and adult chaperones are directly accountable for their actions as if they were responsible for students on school premises. Employees and adult supervisors must refrain from personal practices, both in and out of the presence of students, which would be inconsistent with their responsibilities to supervise students.

E. PARENTAL PERMISSION:

1. It shall be the responsibility of the school administrator and teacher in charge of the field trip to secure written parent/guardian permission for every student involved in a field trip.
2. In cases involving a series of field trips related to one particular area of study or activity, a "blanket" permission, Form IFCB-3, may be obtained, provided that the parents are made aware of all field trips to be included in the series. Detailed information should be given in writing to the parents at least two (2) weeks prior to each trip in the series.
3. Form IFCB-4 shall be used to gain parental permission for field trips occurring only once.
4. Form IFCB-6 shall be used to gain parental permission for overnight field trips.
5. The supervisor of all field trips shall have in his/her possession the appropriate field trip permission form for the duration of the field trip.
6. In all situations, the permission forms supplied by the central office are to be used to gain permission from parents/guardians.

F. OVERNIGHT FIELD TRIPS:

1. In addition to the procedures outlined in Section B above, if the field trip includes overnight time, Form IFCB-2 must be completed and submitted to the appropriate central office administrator for approval prior to teachers discussing the trip with the students, parent or others. Fine Arts field trips should be approved by a Supervisor of Fine Arts, athletic field trips (those activities governed by GHSA) should be approved by the District Athletic Director, and all other field trips should be approved by the appropriate Level Assistant Superintendent.
2. For field trips involving the school day or time beyond, the field trip supervisor and the school administrator shall be responsible for ensuring that the field trip supervisor provides information regarding the itinerary and that he/she can be reached by telephone during the field trip.
3. In addition to any other rules stated above, the minimum requirements for adult supervision for overnight field trips are the following:
 - a. Elementary 2 Adults for every 15 students
 - b. Middle School 2 Adults for every 20 students

- c. High School 2 Adults for every 25 students

G. FIELD TRIPS THAT OCCUR FOR MORE THAN TWO (2) SCHOOL DAYS:

1. Students who are on field trips which extend beyond two (2) days may not be counted present on school attendance records for more than two (2) days of the trip unless the location of the field trip is declared to be an alternate educational site by the appropriate central office administrator (see Section F.1. above) in accordance with the policies and regulations of the State Board of Education.
2. For such field trips to occur, an instructional plan shall be submitted by the school administrator to the appropriate central office administrator (see Section F.1. above) outlining the means by which the full instructional program will be implemented during the trip.

H. EXTENDED FIELD COURSES:

Any Extended Field Course offered outside Cobb County must comply with the above guidelines applicable to overnight field trips as well as those included in Form IFCB-7.

I. OUT OF STATE FIELD TRIPS:

In addition to all other sections of this Rule, District buses may only be used to travel to the following states not to exceed 300 miles one way:

1. Alabama;
2. Florida;
3. North Carolina;
4. South Carolina; and
5. Tennessee

Any exceptions to this section must be approved in advance by the Executive Director of Transportation.

J. OUT OF COUNTRY FIELD TRIPS:

1. In addition to all other sections of this Rule, the following requirements concerning insurance apply:
 - a. A sponsoring school must have proof that all participants are covered by health and accident insurance.
 - b. Insurance must cover medical care abroad. Some travel agencies may provide coverage, or they may require proof that the participants have insurance.
 - c. Students will provide a photocopy of their insurance card should the information contained therein be required for an emergency or arrange for health and accident insurance through the travel organization or agency.
 - d. Provisions for travel cancellation should be made available to parents.
2. Travel arranged through an organization or agency must address their policy on refunding fees for cancellation by that organization or agency.
3. All those traveling on an Out of Country Field Trip must also have proper travel documents as required by federal law.

K. TRANSPORTATION:

1. Curricular field trips involving county buses should not be scheduled during regular school busing hours:
 - a. 7:00 am - 9:15 am; and
 - b. 2:00 pm - 5:00 pm
2. The use of county buses for field trips will be contingent upon the availability of vehicles and the scheduling of regular school transportation.
3. School administrators shall approve only those field trips which allow the bus to return to school by 2:00 pm or a private carrier must be used. (see Paragraph L below for more information regarding private carriers)
4. No field trips will be scheduled when school is closed because of inclement weather. Weekend trips will be determined on a case by case basis by the designated central office administrator.

5. Transportation arrangements must be provided to accommodate any students with special needs.

L. USE OF PRIVATE CARRIERS FOR FIELD TRIPS:

1. Private carriers may be used for field trips provided they have been approved by the Cobb County School District. (see Risk Managements' Approved Private Carrier list)
2. Private carriers must return (15) minutes prior to school dismissal time unless other arrangements for students to be returned home from school have been made by the teacher supervising the field trip.
3. Transportation arrangements must be provided to accommodate any students with special needs
4. If the principal has a specific concern regarding the terms, provisions, or conditions about the private carrier's contract, he/she should contact Risk Management_to verify the contract has been reviewed.
5. All such contacts shall have a provision for trip insurance should the need arise to cancel any further travel.

M. COST OF COUNTY BUS TRANSPORTATION:

Costs, including mileage, driver pay, and cancellation fees shall be determined by the Executive Director of Transportation on an annual basis. (see the Field Trip Manual)

N. TRANSPORTATION OTHER THAN SCHOOL BUSES OR PRIVATE CARRIERS:

1. When parents and students volunteer to drive their own vehicles on school system business such as sporting events or other school activities, the Cobb County School District does not provide liability insurance nor medical insurance coverage for the volunteer or any passengers. Should the volunteer be involved in an accident, the volunteer is the liable party.
2. If an employee uses his/her own vehicle for school system business, the Cobb County School District policy provides coverage for the employee only. The employee's own automobile insurance policy provides primary insurance coverage and the school system's policy provides secondary coverage should the employee's policy limits be exhausted and if the school district is liable. The employee's own policy is expected to cover other passengers.
3. The use of 10-15 passenger non-conforming vans is strictly prohibited for transporting students to school related activities.
4. Buses are the preferred mode of transportation, however, vehicles designed to transport up to 9 passengers (such as SUV's and mini-vans) are permitted on a limited basis.

O. NON SCHOOL-SPONSORED EVENT:

1. If a staff member plans a non-school sponsored trip that involves students (even if planned for weekends, holiday, or summer) the school administrator must be advised. However, the administrator is not required to approve the trip.
2. No class time may be used to promote the trip and no funds may be solicited nor accepted during the school day.
3. When meetings are held at school to discuss trips that are non-school sponsored trips, they must be held outside of the staff member's regular working hours and when students are not scheduled for class time. School administrators should use similar guidelines for approving the use of school facilities for meetings of this type as they would for people not employed by the school system.
4. When staff members plan non-school sponsored trips, even when the guidelines called for in this regulation are followed, parents will be informed, in writing, that the trip is a non-school sponsored event. Therefore, the school system takes no responsibility for the trip. The employee must make it clear that arrangements and transactions about the trip (including phone calls) must be handled outside the school day.
5. School system supplies must not be used to pursue a non-school sponsored trip.

- P.** Only yellow school buses meeting federal and state specifications shall be used to transport students for all bus routes. This includes but not limited to summer school, after school, and

enrichment programs where students are picked up and dropped from their residence and designated school.

Q. SPECIAL USE OF SCHOOL BUSES:

The Board shall not authorize the use of system-owned buses for the purpose of transporting persons not connected with the system for a non-school function, except that school buses may be used to provide transportation for the elderly, persons with disabilities and 4-H activities, and for students and others to attend summer camps and participate in other recreational or educational activities if the cost of such transportation is reimbursed in full from federal, state, local or other funds other than school funds. Requests will be submitted to the Transportation Department with final approval by the Superintendent and/or designees.

Reclassified an Administrative Rule: 9/1/04
Revised: 10/28/04; 4/11/12; 7/1/15; 10/4/19

Legal Reference:

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| 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 |
| O.C.G.A. 20-02-0188 | Student transportation |
| O.C.G.A. 20-02-0411 | School fund kept separate; use of funds; separation of school taxes; investments |
| Rule 160-5-1-.02 | School Day and School Year for Students and Employees |
| Rule 160-5-3-.04 | School Bus Insurance |