

I-12 FIELD TRIPS

The Board, recognizing that education field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, shall delegate to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in an activity, competition or contest that requires use of school time. The Board authorizes the Superintendent to approve out of state field trips that are regular instructional, extra curricular or athletic activities. All other out of state field trips that require significant fundraising such as band and choral trips will require approval from the Board.

Field trips or out-of-class learning experiences sponsored by the school or department thereof must be approved by the principal. The Superintendent and Board must approve trips paid for with Board funds. Detailed plans for transportation, adequate insurance coverage, provisions for chaperones and written parental permission forms shall be required. Students must submit a signed parental permission form to be allowed to take the trip. All extenuating circumstances such as medical conditions, dietary restrictions and other special needs must be planned for in advance.

Field Trip Guidelines --- revised 1/06/03

- There is a limit of one (1) curriculum-related out of town field trip and two (2) curriculum-related in town trips per grade level with the exception of kindergarten, which may request three (3) in town trips. Additional trips may be scheduled with the approval of the principal and the school will be responsible for the cost of the driver and the State Department Education required mileage for transportation costs.
- Incentive trips may be scheduled with the approval of the principal and the school will be responsible for the cost of the driver and the State Department Education required mileage for transportation costs.
- Club-sponsored field trips will require reimbursement from the club for the driver's salary including overtime, driver's expenses and the State Department Education required mileage for transportation costs. Clubs that are extensions of classes will be covered in section one.
- Field trips should be requested ten (10) working days prior to the activity. If the event is athletic or a competition and the exact date is not known, request the trip and notify the transportation department when the date is finalized.
- All transporting of students will require the use of an approved, inspected Opelika City school bus. In rare occasions, when it becomes necessary to transport a small number of students in private vehicle's, policy E-12 should be followed.
- Buses will be available for field trips between the hours of 8:15 a.m. and 2:00 p.m. Buses will arrive at school for loading by 8:15 a.m. for an early morning departure. All out of town trips will require the buses to leave the field trip site at 1:00 p.m. or earlier to arrive back at school by 2:00 p.m. for afternoon routes.

- All field trips will be approved based on the availability of buses and drivers as well as receipt of the trip request.
- Field trips will not be approved the last two (2) weeks of school.
- When possible, sponsors of organizations should drive for their trips. If CDL certified sponsors choose not to drive, the organizations may be billed for cost of the driver including any overtime and the driver's expenses.
- The Superintendent must approve in writing any field trip using commercial transportation prior to initiating discussions of the trip with students.
- All field trip requests should be submitted to the Assistant Superintendent for Instruction prior to scheduling by the transportation department.

Cost of Field Trips

Schools and Clubs:

- Cost of driver
- Fringe benefits for driver
- Drivers' lodging and meals for overnight trips

Trips covered by the Central Office

(Central office pays driver fringes and cost for bus maintenance and operation. The group may be required to contribute to overnight expenses).

- Class field trips up to the maximum specified in the guidelines
- Academic or vocational competitions
- Band competitions and shows
- Chorus competitions and shows
- Athletic game trips
- Cheerleaders
- Dance pom members
- Special Education
- Special performances
- Extended Day

Organizations/Classes

- Career Technical
- Mainstreet Gazette
- Zig Zag Yearbook
- Publishing
- Perspectives
- Government
- Speech
- Drama
- Video Production

Sponsors are encouraged to secure CDL licenses so that they can drive for required trips.