Liberty County School System

Academic and Club Field Trip Handbook
GENERAL BELIEF:

The Liberty County School System recognizes the importance of providing applied, authentic learning experiences and believes that such experiences will enhance the academic, social and cultural experiences for students, as well as the overall educational program of the school district.

PURPOSE:

The purpose of this manual is to ensure that appropriate systems are in place for all field trips and excursions, including those occurring within state, out-of-state and out-of-county.

POSITION:

The Liberty County School System believes that field trips and excursions augment the educational experiences of our students and are appropriate to enhance classroom instruction or to fulfill the purpose and activities of a club or organization.

DESIRED OUTCOMES:

Field trips and excursions will provide our students with relevant educational, social and cultural opportunities that will substantially enhance their classroom experiences.

DEFINITIONS:

A “field trip” is any district or school-sponsored extracurricular or curricular trip that takes place away from the school campus.

ROLES AND RESPONSIBILITIES:

The Superintendent of Schools or designee will establish systems and procedures to review and approve all requests for field trips and excursions. Factors that may be considered in approving field trips and excursions include alignment to curriculum, the distance of the trip, availability of transportation, total costs, and weather conditions.
Introduction

The following information is provided to assist staff in planning for field trips. All field trips must be approved by School Governance Team.

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.

Principal’s Responsibility

The Principal 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.

The Field Trip Packet

A field trip packet must be completed and approved by the School Principal/Building Administrator for all field trips.

The field trip packet must include:

1. On-line Transportation Request
   https://login.myschoolbuilding.com/msb?acctNum=310805239&productID=TD

2. Field Trip Permission Form

3. Roster of Students

4. Roster of Chaperones
5. Detailed Itinerary attachment

6. Out of State Travel Approval (out of state only)

7. Professional Leave form (if substitute is required)

8. Notify Food and Nutrition Service if students will miss lunch or need bag lunches (include driver and chaperones)

**Supervision**

At least one of the chaperones on all field trips must be an active certified employee.

Chaperones must be at least 21 years of age.

All field trips must have an adult chaperone, coach or adviser on the bus at all times.

Chaperones will not be allowed to bring their own children on field trips, unless their child is a student in the class that is taking the trip.

Parents/guardians are not allowed to ride on the buses unless they are a chaperone.

Students must be chaperoned at all times and never left to roam around on their own. If you are at an amusement park, 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.

Any staff member who chaperones on a field trip should take along funds to adequately handle any additional expenses associated with an unforeseen emergency.

**Chaperone Ratio**

<table>
<thead>
<tr>
<th>Type of Trip</th>
<th>Student: Chaperone Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Trips:</td>
<td>20:1</td>
</tr>
<tr>
<td>Athletics, Chorus, Band</td>
<td>20:1</td>
</tr>
<tr>
<td>Overnight</td>
<td>8:1</td>
</tr>
<tr>
<td>Out-of-County, Out-of-State, CTAE</td>
<td>10:1</td>
</tr>
<tr>
<td>School Orientation Visits</td>
<td>20:1</td>
</tr>
</tbody>
</table>

**Requests for Professional Leave**
Requests for Professional Leave should be completed anytime a sub is needed, or if the trip ends or begins outside school hours.

**Excused Absences**

Excused absences must be completed for staff and students participating in regional or state athletic tournaments. Excused absence approvals must be obtained prior to submitting the field trip packet.

**Waterfront Activities and Swimming Pools**

Parent/guardians should be notified of all waterfront activities by entering the information on the Parent Permission form. All swimming trips must have a certified lifeguard on duty. A copy of the lifeguard's certification must be included in the field trip packet for hotel, private swimming pools, and all boating activities. Every student participating in a boating activity must have a lifejacket.

**Food**

Food and Nutrition Services can provide bagged lunch meals upon request for field trips.

**Student Drivers**

Student drivers are not allowed to drive themselves or other students on field trips.

**Medical Information**

Students cannot be denied access to school programs and activities on the basis of their disability. It is against Federal Law to require parent/guardians of children with serious health issues to attend field trips.

Students going on a field trip need to be cleared by the school nurse prior to submitting the request for a field trip. A nurse needs to administer medication on a field trip to a non-self-directed student. The only exceptions are administration of Epi-Pen or Glucagon. The school nurse may train a staff member who is willing to volunteer to administer these meds to a student in the absence of a nurse.

**Cellular Phones**
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 to communicate any emergencies. The trip organizer will then use all means necessary to keep the school principal and parent/guardians informed of any unusual activities during the trip.

**Transportation and Dismissal**

**Dismissing Students**

Students should not be dismissed from the field trip site unless they have prior written permission from their parent/guardians and prior approval of principal. Students may only be signed out by approved individuals as listed in Power School.

**Modes of Transportation**

1. School Bus
2. LCSS Fleet Automobile
3. Private Contractor Charter Bus (Coach Bus)
4. Commercial Airlines/Train
5. Walking Field Trip

**School Bus**

All school buses must be requested through the Transportation Department by entering the field trip request in School Dude. A complete field trip packet is required for all trips using school buses. The Principal is responsible for all necessary paperwork and procedures.

Band equipment must be stored out of the aisles. All equipment must safely fit on the student’s or properly stored preventing blocking of the aisle, exit doors, and emergency hatch at the top of the bus.

A mini evacuation drill should be conducted prior to the start of each trip. For athletic events, a mini evacuation drill must be conducted of the first away game of the season.

**Wheelchair Buses**

When requesting a wheelchair bus, more than one bus may be necessary in order to accommodate all students participating in the field trip.

**Private Contractor Charter Buses (Coach Buses)**
Approved list only and reviewed by LCSS Transportation before booking


All paperwork from private contractor charter buses will be reviewed and processed by the Central Office. A complete field trip packet is required for all trips using private contractor charter buses. The Principal is responsible for all necessary paperwork and procedures.

**Commercial Airlines**

A complete field trip packet is required for trips using commercial airlines. The name of the airline(s), flight numbers and flight times must be included in the field trip packet. The total cost of the flight, including baggage fees, must be included in the calculation.

Parent/guardians should sign permission for releasing the District from any liability in the flight portion of the field trip.

**Vans**

The District does not allow commercial vans or personal vans, of any kind, for transporting of students during field trips.

**Private Vehicles**

Students cannot be transported to or from field trip sites in private vehicles or by volunteer drivers.

**Walking Field Trip Procedures**

All students may participate in walking field trips up to 1.5 miles from the school. Field trip permission forms must be completed for each 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 instruction 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 direction from the Bus Driver(s).

Students will stay with teacher in emergency situations. Non-staff are not to be given the responsibility for student behavior and supervision.

Revised September 7, 2018
Field Trip Request Procedures

- To request trip go to Liberty County Board of Education web site at [www.liberty.k12.ga.us](http://www.liberty.k12.ga.us)
- Click on Staff tab then on Submit field trip request
- Enter your email address. (1st time users will have to enter additional information such as first/last name with contact information.)
- **Please make sure your screen pop-ups are activated.**
- **All trips must be requested 7 days prior to the departure date.**
- Begin by entering the “Trip Name” this will be the school name and group of students going on the trip. (ex: SGM 7th grade Science)
- Enter “Trip Destination” this will be the location and city you will be traveling too. (i.e. 1437 Eagle Rd. GSU, Statesboro, Ga. 30458)
- Enter “Location” this will be your school site located on the drop tab.
- Enter “Organization”. Review drop tab to see if the group of students is listed. (If this is an athletic trip click on the event. If this is a curriculum-based trip, select curriculum from the drop tab.)
- “Departure Date and Departure Time” – Make sure your date and times are correct. When entering the times you must click AM or PM. **The earliest a trip can depart from the school is 8:45am and the trip must be back to the school not later than 1:45pm. The times must be followed due to am/pm bell times for the School system. (Trip return times that are to be back by 1:45 pm will be closely monitored this school year to make sure all students transportation needs are Met, Regular Routes as well as fieldtrips.)**
- “Transportation Type” – Click on the type of transportation you feel you need for the trip. Only one type may be selected. If you need a regular bus and a wheelchair bus, click on school bus and then fill in wheelchair bus in the special needs/trip requirements box.
- “Faculty” - Enter faculty member other than yourself who will be riding the bus.
- “Supervising Adults” – Enter the number of adults that will be going other then faculty.
- “Number of Students” – Enter the number of students who will be on the trip. Also, enter the number of adults. This is important so there will be an adequate size bus.
- “Educational Objectives” - Explain purpose/objective of the trip so the principal will have adequate information when making a decision to approve your request.
- “Special Needs/trip requirements” – List any special requests or needs (i.e. requesting specific bus driver or where to pick up students such as bus ramp or gym.
- “Password” – The password is “liberty” and you will have to type it in and then click enter.
- If you have any questions please contact Annette Walker at the Transportation Department – 369-6654
- It is very important to check on your field trip at least 5 days prior to departure to make sure the trip was approved and all information is correct.
- **NOTE**: Changes can only be made to trips prior to the principal’s approval. Once your field trip has been approved, you will not be able to make any changes; only your principal will be able to make adjustments to the trip. All accommodation that are requested (bus size driver...etc.) is not guarantee to happen but we will try our best to accommodate.