



Rome City Schools
Field Trip
Procedures Manual

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FORWARD

It is the policy of Rome City Schools (RCS), in order to enhance the educational experience for all students, that field trips, when educationally relevant, should be included in the curricular experience.

Most importantly to all field trip experiences, safety and security of the students should be paramount and evident in all planning and carrying out of the activity. Teachers must be fully aware of all RCS policies and procedures when planning a field trip. Teachers should be aware that when students leave the school campus they become representatives of the school district and all behavioral expectations should match this assumption.

All field trips should be closely related to the instructional standards and program of study. All field trips must be approved by the principal and any out of county or overnight trips must also be approved by the superintendent or designee.

This procedure manual is meant as a required set of procedures that must be followed in all field trips (as defined by any activity involving students that occurs off the campus) activities. The manual is reviewed and updated regularly in response to parent, faculty and administrator needs and concerns. Any revision requests should be forwarded to the Central Office.

SECTION ONE

Board Policy

BOARD POLICY

Policy: IFCB

It shall be the policy of the Rome City Schools Board of Education that all field trips obtain prior approval from the Superintendent or his/her designee and that any field trip involving out-of-county travel requires the prior approval of the Superintendent in accordance with procedures developed by the Superintendent's office. These procedures will be provided in a Field Trip Manual for which all employees have access.

An academic field trip should be directly related to classroom study in which the students are engaged. All other field trips should be recommended or required due to organization memberships and/or athletics, etc., and must enhance student growth outside of the classroom.

SECTION TWO

Procedures and Best Practices

CHOOSING A FIELD TRIP

In the course of planning the educational experiences for students, in relation to the approved course standards, or in relationship to an athletic, artistic, club or other activity, it may become evident that an activity off site of the normal school campus may be the best choice for an educational experience. Prior to planning an off-campus activity, teachers and administrators should carefully review all of the materials in this manual. This will ensure a safe and appropriate experience for all students involved.

Any field trips that require overnight stays should be handled and planned with special care. When possible, days missed from school instruction should be minimized and the benefits of the field trip experience should be balanced by any lost instruction in other areas.

Location of field trip experiences should also be carefully selected. Safety and security of students is paramount, as well as their relationship to academic study. Cost, accessibility, and other factors should be carefully considered to ensure that all students are able to participate.

Once a field trip is selected, students should be given the proper background on the experience to ensure that learning objectives are able to be met. Students should also be well-informed of behavioral expectations prior to the trip.

All field trip requests should be submitted by the building-level administrator via YOSS to the Director of Operations at least 30 days in advance of the trip for single day experiences and 60 days in advance for overnight experiences. Any field trips requested after these dates **WILL LIKELY BE DENIED**. If RCS transportation will be used, the transportation department must have the school bus request form by these deadlines in order to schedule a bus and driver.

TRANSPORTATION

ALL STUDENTS WHO ARE PART OF A FIELD TRIP MUST RIDE BY A RCS APPROVED METHOD

Rome City Schools Bus

This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district. Those requesting field trip transportation must use the YOSS platform. (See section 3 for more information). Requests must be submitted to the Director of Operations by a minimum of 30 DAYS for a single day trip and 60 DAYS for an overnight trip. **All buses must be cleaned by the group using the bus before the bus is returned to maintenance.**

Rented Vehicles

If school buses are not available, a recognized charter bus service can be used. Be sure to get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy. For privately hired vans, any vehicle with a capacity of more than 12 must be driven with a driver who has a valid CDL certification.

Privately-owned vehicles

The use of private vehicles is not recommended, because the school does not have much control over private vehicles. Because of the lack of control, the school will need to make efforts to ensure the safety of its students while riding in private vehicles. These efforts include:

a. Drivers should be school system employees and approved by the sponsoring schools' principal as a field trip driver.

b. Volunteer driver selection, screening and training

Ensure volunteer drivers:

- are at least 21 years old
- have a valid driver's license
- **are district approved volunteers with active certification**
- have completed the School District Volunteer Driver Form (this form checks the above and asks for insurance and driving record information)
- understand that the vehicle's liability insurance is primary
- are provided all relevant field trip information

c. Vehicle insurance

Private vehicle drivers should provide proof of vehicle insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage. This information is available on the vehicle's insurance policy, and is a part of completing the School District Volunteer Driver Checklist.

d. Vehicle restraints

If not in a school bus, children less than eight years old must be restrained in child restraint systems. (For example a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car.) A child, who is eight years old or older, must be properly restrained either with the vehicle's safety belt or an appropriately fitting child restraint system. Children under 13 years old must be transported in rear seats.

e. Specific parental permission

When students will be transported by adult volunteer drivers, driving themselves, or transported by a parent, written parental permission must be gained by all parents of all students involved.

Air transportation

Commercial airlines are often used when traveling long distances. Any air travel other than by commercial airline should be approved by the superintendent or designee. Remember that air travel is traditionally excluded from school district insurance coverage. The flyer may want to purchase additional insurance.

FOOD

Providing food on field trips:

Be sure to specify how food and drink will be provided in the Field Trip Description with Itinerary and/or the Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form. If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:

1. Brought from home by the students

For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.

2. Provided by the school and taken on the trip

Notice to cafeteria managers of the number of requested lunches, any food allergies and other information should be provided no less than 30 DAYS prior to travel (requests after this time period may be denied due to food ordering cycle). Updated counts should be provided 48 HOURS before the trip. Safely store food and drink during transport.

3. Provided by the facility the group is visiting or cooked by the group at the facility

Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.

4. Provided by stopping at restaurants

If the plan is to stop en route, try and choose a location with a variety of choices. When possible, let parents/guardians and students know in advance of the restaurant that will be used. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

HOUSING (OVERNIGHT TRIPS)

1. Arrangements

Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure room assignments are gender-specific, and roommates are close in age.

2. Supervision

Special consideration should be given to the number of chaperones on an overnight trip. Ratios of 1:10 students in grades 4 -12 are recommended (overnight trips for students below the 4th grade are not advised). Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip. Discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep. Chaperones (other than the parent/guardian of a student) should NOT be roomed with students unless students are being housed in a group setting (e.g. bunk houses). Whenever possible, chaperones for overnight trips should be selected from RCS employees as these individuals have additional training on student privacy, ethics and other policies as well as more extensive background checks.

3. Inspection

If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.

4. Providing information to parents/guardians

Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary and/or the Parent/Guardian Field Trip Permission Form.

CHAPERONES

In order to ensure a safe field trip experience, it is necessary to ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you can't see the students, you are not supervising them. Staff and chaperones must exercise close control over the students.

Chaperone selection process

Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.).

1. Selecting number and type of chaperones

Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip. A higher number of supervisors will be required for more hazardous activities. Be sure to follow school district policy.

- a. Base the number of chaperones on an evaluation considering the age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- b. There should be a minimum of two adults supervising a field trip. If not, more and/or specifically qualified chaperones/staff may be needed for the number of students. School district policy recommends minimum supervision ratios (adults to students) as follows: elementary school age – 1:20; middle/high school age – 1:25. The building administrator and sponsor should agree upon the ratio for each field trip. Higher-risk activities, overnight stays (gender-specific), out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.
- c. If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one staff member is needed.
- d. For supervision purposes, each bus should have at least one staff member other than the driver present.
- e. In order to maintain the safety of the students and to adequately account for their whereabouts, only those chaperones who are approved for that trip will be allowed to actively participate with the students. Individuals who may be present at the site of the trip, but are not an approved chaperone for the trip may not participate in any of the scheduled activities. If the group of students is performing at the venue, family members/friends present would be considered as any other spectators.

2. Volunteer chaperone selection

Ensure that all volunteer chaperones are:

- At least 21 years old
- Background checked and on the approved district list (for overnight trips, chaperones must have a completed background check no older than ONE year; for other trips, background checks must be within the past THREE years).
- Physically able to do the job

- Able to work well with students

Chaperone responsibilities and training

All chaperones MUST attend chaperone/volunteer training every THREE years, and pass a background check. Interested persons may contact their child's school for dates and times of training. Chaperone/volunteer training should include the following:

A. Proper supervision

One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury.

Adults do not automatically have the skills necessary to appropriately supervise students. Teaching chaperones applicable school district policies and procedures and their duties and responsibilities is important for student safety. Proper supervision has four basic components:

1. Presence and attentiveness
 - a. Being with students at all times, and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
 - b. Not becoming distracted from duties.
 - c. Being physically able to participate in the activity as needed.
2. Student behavior monitoring and intervention
 - a. Being knowledgeable of and consistently enforcing school rules and policies.
 - b. Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior.
 - c. Taking appropriate action when rules are not followed or a student is in danger.
3. Hazard surveillance and intervention
 - a. Being risk-conscious
 - b. Checking the areas visited, and appropriately addressing hazards
4. Responding appropriately to emergencies
 - a. Appropriate response begins with a calm demeanor
 - b. Depending on the situation, call 911, call for assistance from another adult chaperone or school employee, or provide immediate care
 - c. Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

B. Provide general guidelines and behavior expectations for chaperones.

MEDICATIONS

Certain school activities involve travel away from the school property for overnight or longer periods.

To accommodate the potential need for medication (prescription, over-the-counter, homeopathic, and herbal) at these activities, the following procedure will be followed:

- a. The parent/guardian must provide written parent/guardian consent.
- b. The parent must submit the Medication Order Form no later than two weeks prior to the trip.
- c. The parent/guardian must provide enough medication for the duration of the trip in a properly labeled prescription or original over-the-counter container.
- d. School personnel can administer oral medications, assist with inhalers, and administer auto-inject medications if trained by the school nurse.
- e. Only students already self-carrying and self-administering as noted on their medication order form can self-carry/administer medications on an overnight field trip. If the student is allowed to carry their medicine and shares the medication with another, the student will lose the privilege of carrying the medicine and will be subject to disciplinary action under the Drug and Alcohol Policy. If the self-carry privilege is revoked, the student will give the medication to the responsible staff member who will administer it according to the order on file.
- f. RCS staff in charge of the field trip will ensure proper return of unused medications to the student's parent/guardian after the trip.
- g. If a student has an identified health need on his/her IEP or 504 Plan, efforts will be made to accommodate the medical needs. The school nurse should be informed of the need at least two weeks prior to allow the school nurse to review the orders.

CONSIDERATIONS FOR EQUAL ACCESS

A field trip is considered an extension of the classroom learning experience, and consideration for equal access should be taken in planning and execution of the activity. Consideration should be given in the areas of cost, as well as for students with disabilities.

Cost

All fees for a field trip must be reasonable, as determined by the building administrator. No student should be excluded from a district-approved field trip due to inability to pay. Provisions for students who cannot afford the fees should be followed, examples of ways to handle this include-

- Extended time to pay for the trip
- Fundraising experiences
- Scholarships from community partners

Students with disabilities

Considerations for organizers of field trips when a student, or students, with disabilities will be involved may require some additional accommodations or provisions.

It is imperative to remember that a student with a disability cannot be excluded from a field trip because of the disability. Transportation to and from the trip must be made available to all students on an equitable basis. Every effort should be made to arrange the field trip so as to not single-out or spotlight an individual.

A field trip site must be handicap-accessible. The trip cannot be approved if there is any activity or location on the trip that would exclude a child with disabilities.

Field trip organizers should seek advice from special education faculty and staff PRIOR to planning the trip for guidance on how best to accommodate students.

When specialized transportation is required, a **carrier** should be requested to meet the need (i.e. lift bus, etc.). Should an appropriate carrier not be available, steps should be taken with great sensitivity to all students involved in trying to arrange appropriate transportation for all. Some suggested approaches might include:

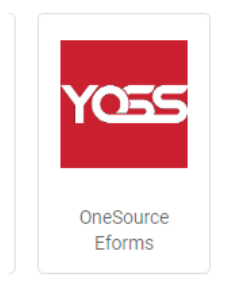
1. Check to make sure the transportation being requested is “required.”
2. Check to see if the student can be transported in a regular seat and use a portable wheelchair on location.
3. Investigate parent involvement and support. The possibility of the parent transporting the student is available as a last resort if the parent is willing. However, this should be a last resort and this depends upon the knowledge of the school system of the situation and the parental involvement with the particular case and student. In such cases, the **Director of Special Education** must be contacted.
4. **Encourage several non-disabled children to ride the lift bus also so that disabled children are not isolated on field trips while being transported.**

SECTION THREE

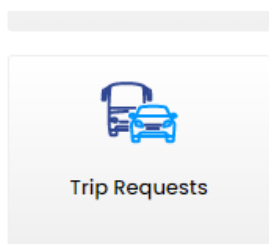
Steps to Planning a Field Trip

SINGLE DAY TRIPS

1. Whenever possible, begin planning 8-10 weeks prior to the trip.
2. Single Day trips must be submitted at least 30 days prior to the departure date.
3. Review all information in sections one and two of this manual as well as all of the forms.
4. Receive quotes for all related costs.
5. Make provisional bookings (ensure all plans are fully refundable/cancelable)
6. Contact the Special Events Transportation Coordinator to determine if buses are tentatively available on the desired date(s). Once you have confirmed that buses would be available, begin the approval process via YOSS.
 - a. Keep in mind that RCS buses are only available from 8:45am - 1:45pm (back on campus).
7. Complete Trip Request via YOSS



- a. The YOSS platform may be accessed using the RCS Dashboard and choosing YOSS:
- b. Within the platform, choose "Trip Requests":



- c. Within YOSS Trip Requests, complete all required information:
 - i. Trip Information
 - ii. Attachment Area - Upload all required and applicable information. All forms may be scanned and uploaded as one group (does not have to be separate uploads). Check the appropriate box/circle to indicate the specific document has been uploaded or is not applicable to your trip.
 1. Itinerary - At a minimum, the itinerary must include hourly increments
 2. Permission form - A copy of the parent/guardian permission form; must be in English and Spanish as well as other student language when possible
 3. Parent letter - A copy of the parent letter; contains more detailed information than the permission form, including a description of the trip, departure and return times, etc.; must be in English and Spanish as well as other applicable student languages when possible.
 4. Chaperones - A list of school based chaperones
 5. Parent Volunteers - A list of parent volunteers; must have training certificates (see school office)
 6. Lodging arrangements - A quote from the lodging establishment regarding the cost and number of rooms; description of the lodging logistics, i.e. number of students

per room.

iii. Departure Information

- d. Once the trip request has gone through the approval process, the requestor should receive an approval confirmation via YOSS. Once received, all applicable paperwork may be sent home and official arrangements with the vendor may be confirmed.
8. Contact the special education department for guidance if any students with disabilities will be included on the trip.
9. Have your school administrative assistant check for any needed volunteer training/certification information. Contact selected chaperones (if applicable) ONE WEEK PRIOR to the trip.
10. Send home parent letter and permission slips all forms/monies should be due AT LEAST ONE WEEK PRIOR to the trip.
11. Use all school/district policies regarding money collection as well as best practices.
 - a. Keep good records.
 - b. Provide students with receipts.
 - c. Turn in all monies daily to the bookkeeper
12. Contact the school cafeteria manager AT LEAST 30 DAYS PRIOR to the trip.
 - a. Number of lunches needed.
 - b. Any allergies (including those of students bringing lunches to ensure no cross-contamination)
 - c. Update cafeteria manager with final numbers TWO DAYS PRIOR to the trip.
13. Be sure that the students who are attending the trip are in good academic, behavioral, and attendance standing. For Rome High School, students must have an ABA form filled out by all teachers ONE WEEK prior to the trip. Students with academic, behavioral or attendance issues may be restricted from attending the trip by school administrators in keeping with the goals of a positive academic environment for field trips.
14. Provide the school with a list of students/chaperones attending as well as a plan for any students not attending the day before the trip.
15. Take a list of all students/chaperones attending the trip, copies of all permission slips and any medication forms on the day of the trip.
16. Provide to the school the contact information of the lead teacher, other chaperones, and students when appropriate.
17. Take attendance of students, at a minimum, every time students get on a bus or vehicle, and when moving from one location to another.
18. Upon return, reflect on the trip experience and note needed changes to improve future experiences.

OVERNIGHT

Overnight field trips will follow the same procedural guidelines as Single Day trips with the following exceptions:

1. Whenever possible, begin planning the trip 10-12 weeks in advance.
2. Overnight trips must be submitted at least 60 days prior to the departure date.
3. Send home parent letter and permission slips all forms/monies should be due AT LEAST TWO WEEKS PRIOR to the trip.
4. Contact the school cafeteria manager with the number of students attending (if more than 20) so that school lunch numbers can be adjusted (less lunches prepared).
5. Check with the central office for chaperone background checks, as well as with the school secretary that all chaperones have completed volunteer training. Contact selected chaperones (if applicable) ONE WEEK PRIOR to the trip.
6. Schedule a meeting with parents and students to cover expectations on the trip.
7. Lodging plans and details must be turned in for trip approval. This includes not only hotel accommodations, but also expected rooming details.
8. Take a list of all students/chaperones attending the trip, copies of all permission slips and any medication forms on the day of the trip.
9. Take attendance of students, at a minimum, every time students get on a bus or vehicle, at night in the rooms, in the morning at breakfast, and when moving from one location to another.
10. Upon return, reflect on the trip experience and note needed changes to improve future experiences.

OUT-OF-COUNTRY

Out-of-country trips are not considered to be sponsored by Rome City Schools. If, or when, an event of sporting, competition, club or other area occurs that is out-of-country and a teacher or principal feels that student participation would be appropriate, contact with the superintendent's office should be made for further advice.

For teachers who would like to plan experiential, educational, out-of-country experiences for students, all activities of the trips should be planned with full disclosure to parents and guardians that the events are not sponsored by Rome City Schools and that all liability, cancellation and other coverages and policies are determined by the organizing group.

SECTION FOUR

Forms

Printable Forms Are Located On The RCS Website

SAMPLE PARENT LETTER

The attached sample parent letter may be edited by the organizing teacher at the discretion of the supervising principal. When possible, parent letter and permission slips should be distributed 30 days prior to the event and should be due NO LATER than one week prior to the trip. Prior to distributing parent letters and permission slips all approvals should be complete and all arrangements should be made.



ROME CITY SCHOOLS FIELD TRIP PARENT LETTER

Parents/Guardians:

We would like to let you know about an exciting opportunity for your child. We are planning a field trip to _____ on _____ (date(s)). This trip relates to our program of study about _____ and we would like your child to attend!

The cost of the trip will be _____, however, we want to be sure that every child can attend, so please contact me if you need help paying for the trip over time, or if you would like to be considered for a scholarship for this trip.

We will be traveling by _____, we will be leaving from _____ at _____ and returning at _____.

All forms must be returned by _____ so that we can make travel arrangements prior to the trip.

The safety and security of your child are of utmost importance to us during this and all events, rest assured, we will be chaperoning your child carefully. We _____ need parent chaperones to help with this event based on available space and supervision needs. If you are interested and have taken the appropriate training, please indicate this on the permission slip. You may review RCS field trip procedures and chaperone expectations on our district website.

Thank you so much for your support, we are looking forward to this exciting event! If you have any questions please contact me at _____

Email: _____

Phone: _____

Teacher Name: _____

PERMISSION SLIP

The attached permission slips may be edited by the organizing teacher at the discretion of the supervising principal. **The release portion of the document MAY NOT be edited in any way.**

When possible, permission slips should be distributed 30 days prior to the event and should be due NO LATER than one week prior to the trip. A copy of the signed permission slip should be submitted to the front office on the day before the trip. The original permission slip should be carried by the organizing teacher at all times during the field trip. Prior to distributing permission slips, all approvals should be complete and all arrangements should be made.



ROME CITY SCHOOLS FIELD TRIP PERMISSION SLIP

Trip Description:

Trip Date(s):

Trip Location:

Cost: Permission and Fees Due Date:

Transportation: Lunch/Meals:

Expectations: Students are expected to follow the directions of the teachers and chaperones at all times. Students may not leave the group at any time. Students are expected to participate in all activities. Any damage to facilities, buses, etc. will be the financial responsibility of the parent.

Student Information

Student Name: _____ Date of Birth: _____

Parent Name: _____

Email: _____ Address: _____

Phone: _____

In case of emergency, notify: _____ Phone: _____

Chaperone Information

If you would like to chaperone, please fill out the information below, if not, leave it blank.

I am interested in chaperoning:

Name _____

I have had the RCS Volunteer Training: Yes _____ No _____

In order to maintain the safety of the students and to adequately account for their whereabouts, only those chaperones who are approved for a trip will be allowed to actively participate with the students. Individuals who may be present at the site of the trip, but are not an approved chaperone for the trip may not participate in any of the scheduled activities. *Chaperone spaces may be limited and filled as needed in accordance with student-to-adult ratios and available space.

Medical Information

Allergies _____

Medications _____

If your child will need medication during the trip, please contact the teacher for more information

Release

I (Parent/Guardian Name- PLEASE PRINT): _____ understand the above expectations and acknowledge that my child is expected to comply with them. Further, I have instructed my child to comply with them as well as other directions given by trip supervisors. My permission is granted for school supervisors to obtain necessary medical treatment in case of sickness or injury for my child.

I agree to release, indemnify, and hold harmless the Rome City School District, its Board of Education, and its members, employees, agents, representatives, successors or assignees, as well as its approved adult supervisors ("District Indemnitees") from and forever promise not to sue them on any and all claims, demands, rights, causes of action, liabilities, losses, damages, costs and expenses (including reasonable attorneys' fees), whether known or unknown, that I, any other parent or guardian of the above-named student, the student or any other successor or assignee may have or may allege to have against the District Indemnitees or which may be brought against the District Indemnitees arising out of or in any manner relating to the students' participation in the field trips, including, but not limited to any losses, damages or injuries or to the rendering of emergency medical procedures or treatment.

Name of Parent/Guardian (PLEASE PRINT)

Signature of Parent/Guardian

Date

BEHAVIOR, ATTENDANCE, AND GRADES

In keeping with the goals of field trip experiences, it is important that all students who attend a trip are in good standing with behavior, attendance, and grades. This is both to ensure a safe and orderly field trip experience, along with ensuring that all students have the best possible educational opportunities.

At the elementary and middle school level, principals at the schools will determine whether or not a student may attend a field trip at their discretion. It is recommended that no student who has a recent office visit, suspension, failing grade, or more than 5 absences in a semester (10 per year) be permitted to attend a field trip.

At the high school level, all students must have a BAG (Behavior-Attendance-Grade) form filled out as part of the field trip permission process. (This form is not needed for group or team competitive events such as out-of-town athletic games, Academic Bowl competitions, or show choir competitions where absence of the individual impacts the whole group.) It is suggested that this form is copied to the back of the field trip permission slip and that the teacher will not accept a permission slip until both forms are complete. Students who have a failing grade in any class, more than 10 absences during the year, or discipline history should not be allowed to attend the trip. Teachers should consult with their supervising administrator if any questions arise as to whether or not a student should attend a field trip.

Please note that all students who participate in RCS field trips are treated as if they were at school during the duration of the field trip. All school rules of conduct and dress code apply during field trips. Any discipline offenses will be handled according to the RCS discipline procedures and consequences will be addressed by school administrators. Teachers and other field trip sponsors should be clear about this expectation with students and parents prior to a field trip.



ROME CITY SCHOOL BEHAVIOR, ACADEMICS AND GRADES FORM FOR FIELD TRIPS

Parents/Guardians- In keeping with the goals of field trip experiences, it is important that all students who attend a trip are in good standing with behavior, attendance, and grades. This is both to ensure a safe and orderly field trip experience, along with ensuring that all students have the best possible educational opportunities. All RCS discipline policy rules and procedures, including the dress code, apply during school-sponsored events. Please sign below that you have reviewed this with your child.

Student Name: _____ Sponsor Name: _____

Date(s)/Time(s) of Activity: _____

Name/Description of Activity: _____

| Period (List Course) | Teacher Signature Assignments | | Student's Current Grade | | |
|----------------------|--------------------------------------|-------------|-------------------------|--|--|
| | (Check Column # Of Absences To Date) | | (Check Column Below) | | |
| | In Advance | Upon Return | | | |
| 1st Block | | | | | |
| 2nd Block | | | | | |
| 3rd Block | | | | | |
| 4th Block | | | | | |

Parent Signature: _____ Date: _____

Behavior: The sponsor teacher should check with the administration to determine if students' behavior will impact trip attendance. Please initial that student is permitted to attend based on behavior.

Student Is Permitted To Attend Trip: _____

Student Is Not Permitted To Attend Trip: _____

PRIVATE VEHICLE RELEASE FORM-DRIVER

As noted in the information in section two, private vehicles are the LEAST desired method by which to transport students on a field trip. However, understanding that there are limited transportation options within Rome City Schools, when private vehicles are selected as a transportation option the following steps should be carried out.

1. Ensure selected drivers meet all chaperone requirements as outlined in Section Two of this manual.
2. Have drivers return this form TWO WEEKS prior to the trip along with a copy of their insurance information.
3. Provide the school administrator with a copy of this form and insurance. 4. Add the following statement to the field trip permission slip.
 - a. Transportation: Private vehicle- I understand that my child will be transported by a volunteer driver in a private vehicle. I release Rome City Schools from all liability in relation to this transportation option. Initials _____
5. Ensure that all drivers are aware of all requirements including that NO unsanctioned stops may be made at any time during the activity.
6. Provide drivers with directions to and from the destination.

ALL STUDENTS WHO ARE CODED AS “F” (field trip), or any other attendance code that counts them as present for attendance, must ride in an approved RCS vehicle.



ROME CITY SCHOOL

FIELD TRIP PRIVATE VEHICLE- VOLUNTEER DRIVER FORM

NAME OF DRIVER: _____

VEHICLE YEAR/MAKE/MODEL: _____ LIC #: _____

Please respond to each item with a "YES" or "NO" answer:

_____ I am older than 21 years of age.

_____ I have a valid driver's license.

State: _____ License #: _____ Expiration Date: _____

_____ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list:

_____ I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limits of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured motorist coverage. (COPY MUST BE PROVIDED TO SCHOOL.)

Company: _____ Policy #: _____ Exp. Date: _____

_____ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company.

VEHICLE INSPECTION:

Please respond to each item with a "YES" or "NO" answer:

_____ There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.

_____ My vehicle's brakes, including the emergency brake, are in good working order.

_____ My vehicle's tires have a legal tread depth (at least 3/32").

_____ My vehicle's brake lights, turn indicators, and headlights are in good working order.

_____ My vehicle's windows are clear and provide an unobstructed view for the driver.

_____ My vehicle has functioning rear view mirrors (center and left side).

_____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.

_____ My vehicle has a rated capacity of ten passengers or less.

_____ If my vehicle has dual airbags, I will not seat children under 13 years old or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

Signature of Volunteer Driver

Date

ADMINISTRATIVE REVIEW:

If the volunteer will drive for more than one day and will have unsupervised student contact, the district has obtained the information to order a background information check.

All students have parental permission to ride with a volunteer driver.

All “NO” responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Administrator/Designee

Date

Medical Information/Release Form

(Overnight)

The following form should be distributed with the field trip permission slip forms for all overnight field trips. A copy of this document should be given to the front office as well as carried with the teacher on the trip.

If this form is used you may delete the MEDICAL INFORMATION section on the main field trip permission slip form.



ROME CITY SCHOOL MEDICAL HISTORY AND RELEASE FORM

STUDENT INFORMATION:

Student Name: _____ Age: _____

School: _____ Address: _____

City: _____ State: _____ Zip: _____

In case of emergency please contact: _____ Phone _____

Alternative emergency contact: _____ Phone _____

Family Physician: _____ Phone _____

INSURANCE INFORMATION:

IN ORDER TO ATTEND THE TRIP YOU MUST SUBMIT A COPY OF BOTH SIDES OF YOUR CHILD'S INSURANCE CARD WITH THIS FORM.

MEDICAL INFORMATION:

Allergies: Food (s) _____ Insect(s) _____

Medication(s) _____ Other (s) _____

Current Medication(s): _____

Medical Condition(s): _____

PERMISSION FOR TREATMENT:

My permission is granted for school supervisors to obtain necessary medical attention in case of sickness or injury of my student.

Please initial one below:

☐ I DO **OR** ☐ I DO NOT give permission for trip supervisors to administer over-the-counter medications (Neosporin, Tylenol, ibuprofen, Peto Bismol, etc.) as deemed necessary for minor medical issues.

I agree to release, indemnify, and hold harmless the Rome City School District, its Board of Education, and its members, employees, agents, representatives, successors or assignees, as well as its approved adult supervisors ("District Indemnitees") from and forever promise not to use them on any and all claims, demands, rights, causes of action, liabilities, losses, damages, costs and expenses (including reasonable attorneys' fees), whether known or unknown, that I, any other parent or guardian of the above-named student, the student or any other successor or assignee may have or may allege to have against the District Indemnitees or which may be brought against the District Indemnitees arising out of or in any manner relating to the students' participation in the field trips, including, but not limited to any losses, damages or injuries or the rendering of emergency medical procedures or treatment.

Name of Parent/Guardian (PLEASE PRINT)

Signature of Parent/Guardian

Date

MEDICATION FORM (OVERNIGHT)

For any students whose parent notes a medication on the medical form, the following permission slip should be given to the parent and asked for it to be returned ONE WEEK prior to the trip. When possible, this form should be reviewed by the school nurse. While on the trip the designated, trained teacher should handle the medication form and the giving of medications. Further information on this procedure can be obtained from the school nurse.



ROME CITY SCHOOL FIELD TRIP MEDICATION FORM

This form must be completed and signed by the student's parent/guardian for all prescription, over-the-counter, homeopathic, and herbal medications. A new form is required for each overnight field trip. A separate form must be completed for each medication.

Only students already self-carrying and self-administering as noted on their medication order form can self-carry/administer medications on an overnight field trip. If the student is allowed to carry their medicine and shares the medication with another, the student will lose the privilege of carrying the medicine and will be subject to disciplinary action under the Drug and Alcohol Policy.

The medication must be brought to school by a parent/guardian or designated responsible adult one week prior to the field trip. All medications must be in their original container and clearly marked for the particular student.

MEDICATION INFORMATION:

Student Name: _____ Date of Birth: _____ Grade: _____

Medication Name: _____

Route (oral, inhaled, injected, etc.): _____ Strength: _____ Dosage (time, amount): _____

Side Effects: _____

If "as needed", for what symptoms: _____ If "as needed", frequency: _____

Note: a student may not carry medications at any time. However, because of a serious medical condition, a student may need to carry an inhaler for asthma or auto-injector epinephrine for severe allergic reactions.

Student has permission to carry/self-administer this emergency medication Yes ____ No ____

Prescribing Health Care Provider Name : _____ Phone: _____

PARENT/LEGAL GUARDIAN AUTHORIZATION:

I request designated school personnel to administer the medication as described above. Parent/Legal Guardian

Signature: _____ Date: _____

ADMINISTRATION RECORD

| Date | Time | Initials | Date | Time | Initials |
|------|------|----------|------|------|----------|
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