



**CCS Educational Field Trip Manual
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Educational Field Trip Manual

The Field Trip Process

All certified staff members shall attend a field trip procedure meeting at the beginning of each school year. During the meeting, staff shall review the field trip approval process, transportation guidelines, child nutrition approval expectations, and other pertinent aspects of conducting an off-campus school event. Each school administrator will maintain a signature sheet acknowledging staff members' attendance at the field trip procedures meeting.

Day Trips

1. The building level administrator shall be involved at the preliminary stage. The staff member who initiates the field trip shall confer with the building administrator as to the plausibility of such trip. **Field trip documents shall be completed and submitted at least two weeks prior to the event. The field trip request website can be found at <https://login.myschoolbuilding.com/msb> .**
2. Athletic trips will be scheduled through the principal (or designee administrator) and the Director of Student Services. All away athletic events must have a completed form with appropriate approvals two weeks in advance of the away game or tournament. In certain cases, such as year-end TSSAA tournaments, a two-week notice may not be possible. However, the forms are still required along with all permission signatures. (see athletic trip addendum)
3. The field trip online request form shall be completed and submitted to the building level administrator for a signature. All requests must be received two weeks prior to the trip.
4. The building administrator will make sure the form is complete along with checking the cafeteria section and indicating the number of meals needed for the trip, even it is zero. The administrator will forward the documentation to the appropriate district-level designee for approval.
 - CTE Supervisor: CTE and Fine Arts (K-12)
 - Director of Student Services: Athletics and Extra-Curricular
 - Chief Academic Officer: Academics (K-12 classes)
 - Director of Schools Administrative Assistant: Overnight/International
5. The district designee will review submitted field trip requests to confirm the inclusion of important details (transportation, dates, specific location for trip, cafeteria needs, number of chaperones, cost, etc.). Upon assuring the details are accurate and complete, the district designee will forward the request to the

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- transportation department.
6. The transportation department will review the trip request, secure drivers, and activate the trip.
 7. Parents or guardians must be informed of the field trip, and they shall be given an opportunity to request that their children not participate.

Board Approved Overnight Trips

All overnight trips must be approved by the building administrator at least one month in advance of the trip and must secure school board approval during a Business Meeting. The number and gender of teacher chaperones shall be in proportion to the number of participating students. The ratio for overnight field trips is 1 teacher per 10 students of the same gender. (Example: If 15 students are scheduled to go on a trip and the group consists of mixed genders, there needs to be at least one male and one female chaperone). **If any form of misconduct occurs during the overnight event, it is the responsibility of the sponsoring teacher to immediately report any misconduct to his/her direct supervisor/administrator and follow all policies of Cleveland City Schools. (CCS Policy 6.304)**

All participating students, the student's parents, and coach/sponsor shall review and sign a Hotel Expectations document prior to the departure of any overnight trip. If the document is not fully completed, the students will not be allowed to participate in the designated overnight trip.

Commercial Trips

The school district shall not sponsor commercially promoted student trips. Commercially promoted student trips are defined as those sponsored by commercial firms for profit. These trips are not supported nor sponsored by Cleveland City Schools. District employees or students who choose to represent companies promoting student trips shall be considered agents of that company. Companies and their agents that promote student trips shall not be permitted to use school resources to promote such trips and shall receive approval from the Director of Schools office prior to distributing any solicitation material. Cleveland City Schools is not responsible for any and all accidents, injuries, lawsuits, et al. resulting from commercial trips. Commercial trips will not be approved during the instructional calendar and only may take place during scheduled breaks or over the summer months.

International Trips

In addition to day and overnight trip procedures, trips abroad must be individually approved by the Board. Requests must be submitted approximately six (6) months prior to the date of the trip. No approved list for trips abroad will be maintained.

The principal, Director of Schools, and school board must approve the trip before the sponsor accepts money from students or makes final arrangements.

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Trip Purpose

Field trips, any excursion/event held off campus property, designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom. Each field trip should support the curriculum and be the most effective instructional medium for the stated objectives.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip.

Factors to Consider:

1. Value of the activity to the particular class group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation
5. Cost

Questions to Consider:

1. What is the destination of the trip?
2. Does the intended destination (i.e. museum, factory, park, etc.) approve of field trips and what is their policy on visits?
3. How is it related to the curriculum of the students involved in the trip?
4. Is this the best choice for this particular teaching purpose?
5. If you are using a private charter service is it one of the approved services?
6. Has a roster of individual student's contact information, phone numbers, and birth date been prepared for each bus driver and approved teacher/chaperone?
7. Has an accurate roster been emailed to fieldtrips@clevelandschools.org?
8. Is this the most appropriate place in the curriculum for this trip?
9. Will this trip accomplish the Board's educational goals?
10. Will the resulting community relations be constructive?
11. What is the cost of the trip? How will expenses be met?
12. How will students be prepared for the trip?
13. What follow-up will be conducted?

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Pre-Field Trip Questions and Checklist

To assist in planning the field trip:

- Is this the best medium for this particular teaching purpose?
- Have you secured all of the necessary parental permission slips?
- Have you initiated the steps necessary to gain approval for the trip in time for the planned trip?
- Have preliminary transportation arrangements been finalized?
- Has a list of individual students and phone numbers been prepared for each bus driver?
- How many of your class are going on the trip?
- Have arrangements been made for those not going?
- If a substitute teacher is covering your class, have the necessary arrangements been made?
- Have the students been prepared for the trip (in terms of curriculum and details)?
- Have you considered the community relations aspect of the trip as well as the educational aspect?
- Have you or will you evaluate the trip and if necessary convey the results of your evaluation to the appropriate person if changes should be made in the nature of the particular trip?
- Have chaperones been identified and their roles explained to them?
 - a. Chaperones should establish some form of monitoring of student attendance on a regular basis, i.e., attendance checks should be conducted before buses move from scheduled stops, meal times, periodic intervals of time during the day, at bed time, and before returning home, etc. A student roster is required.
 - b. Students should be assigned to groups and at no time should a student be alone while on a school trip; a buddy system may be utilized.
 - c. Students with medical conditions should be identified and appropriate provisions for first aid should be available to chaperones.
 - d. **Under no circumstances should students be left anywhere without supervision by a chaperone.**

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- Principals will ensure adequate supervision of student groups on school day trips according to the following recommended guideline:

K - 8: one (1) chaperone for every fifteen (15) students

9 - 12: one (1) chaperone for every twenty (20) students

Additional chaperones (staff and volunteers) should be considered depending on the age of students, nature of trip, etc.

- If the field trip requires riding a school bus, bus regulations must be discussed with the students.

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Transportation Guidelines for Field Trips

Cleveland City Schools are responsible **First** to the daily transporting of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

1. Field trip transportation request must be made no later than **two weeks** before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.15 per mile and \$17.15 per hour for the driver. There will be an additional \$100.00 per day "On Call" fee for weekends and holidays.
4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and **must** be unloaded by 1:45 PM so the bus and driver can be back to the bus barn by 2:00 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
9. The driver and leader of the field trip are responsible to maintain constant communications with one another through either their cell phones or radios in the event of a sudden change in plans, inclement weather, or an emergency.
10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

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12. All other bus rules and regulations for daily transportation services apply to field trips.
13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.
14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

Charter Buses

An updated list of charter buses will be kept on file at the Operations Department Office. Teachers/sponsors are responsible to verify the approved charter bus before scheduling a trip with vehicles owned by an agency other than Cleveland City Schools.

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Field Trip Bus Transportation Procedures

The Cleveland City Schools Transportation Department's primary responsibility is the daily transportation of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

Transportation Department Contacts

Valerie Mack, Assistant Manager of Transportation: (593-2867)

*After hours emergency or cancellation: (593-2867)

Ron Massengale, Transportation Lead Mechanic: (593-3060)

*After hours emergency or equipment

Field Trip Request Procedure

The School Administrator (SA) receives, reviews and approves the field trip request from the teacher/coach. The SA submits the approved request to the District Designee who forwards the approved trip to the Transportation Department. Field trip transportation requests MUST be received no later than two weeks before the field trip. The Operations Department will acknowledge receipt of your request when it arrives. Once a field trip has been assigned to a driver, a confirmation will be sent back to the individual that submitted the field trip request.

School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.

Field Trip Hours

School Days: 8:40 a.m. to 1:45 p.m. Exceptions may apply. Weekends & Holiday: No time table. If request is on a Holiday, contact the Operations Department for possible rate increase.

Field Trip Rates

Field Trip rates are based on mileage, driver hours, and conditions of the bus when the trip is completed. Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility. Mileage is calculated at \$1.15 per mile and \$17.15 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays.

Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

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General Rules and Guidelines

Breaks/Meals for Drivers

Drivers may leave the field trip location to eat meal(s) or for the purpose of using a rest room. The driver MUST notify the trip sponsor of where and how long he/she will be away from the location.

Cancellation of Trip

If the trip is cancelled or the number of buses needed is less than what was requested, notify the Transportation Department as soon as possible. If a trip/bus is cancelled after a driver has been assigned, a minimum of two hours pay will be billed to the school.

Teachers/Chaperones

Drivers are NOT permitted to leave for or return from a destination without a chaperone on the bus. The School Bus Driver is responsible for the proper operation of the vehicle during boarding, un-boarding, transit and emergency procedures. Chaperones are responsible for enforcing bus rules and maintaining a safe environment aboard the bus during the field trip. Supervision of students while on field trips will be no less than one staff person per 15 students (K-8) and one staff person per 20 students (9-12). The driver also has the authority to give instruction to all passengers when the safety and welfare of the students is involved.

Clean Buses

The trip sponsor will notify the Operations Department if a bus arrives dirty. The trip sponsor is responsible for the cleanliness of the vehicle's interior at the conclusion of the trip. The sponsor is responsible for the inspection of the bus for cleanliness along with the collection of lost/found articles. The driver will have garbage bags available for clean up. The Operations Department WILL ADD a cleaning fee to the field trip bill if the bus is returned dirty.

Clear Aisles

At all times, the bus driver will maintain a clear and unobstructed path to the emergency equipment and exits. No articles will be allowed to block the view from any window in the bus. No books, band instruments, athletic equipment, etc. shall be transported in the driver's compartment or placed in the aisles.

Food and Drinks

The Cleveland City School System does not allow consumption of food and drink on the bus at any time unless medically necessary. NO EXCEPTIONS!!! The bus driver may stop en route at a restaurant only if pre-authorized by the Designated Administrator. If a restaurant stop is planned, it must be included on the field trip request and also should not delay the return time during a school day.

Noise Level and Radios

The driver and the trip sponsor will cooperate to maintain the noise level and determine any rules unique to the field trip. Cheers are allowed until the bus reaches the public roadway. For safety reasons, the noise shall be at a level of acceptance for the bus driver when the bus is on the road.

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Besides the bus-equipped radio, only earphone-type radios and cell phones are allowed.

Overcrowding

A 78-passenger bus will seat 78 passengers, placing (3) three in a seat or 52 passengers, placing (2) two in a seat. When requesting a bus for a trip, please keep in mind the number of students, equipment to be transported, the size of the students, and the type of clothing the students will wear, i.e., uniforms, etc.

The bus driver will report to the Director of Operations if he/she feels the bus is overcrowded and a safety issue. The Director of Operations will determine if additional vehicle(s) are needed and/or available, based on State Guidelines.

Roster

A roster of all students and adults (including teachers and coaches) who will ride the bus during the trip must be kept and maintained by the trip sponsor in the event of an emergency. No Exceptions. This roster must include name, address, date of birth, and emergency contact number for each person riding the field trip bus.

Special Needs Students

Students **MUST** be transported with their equipment (wheelchair, walker, etc.). The equipment **CANNOT** be transported separately.

Contact the Operations Department for additional questions regarding the transporting of students with special needs.

Student Bus Rules

Student Bus Rules shall be in effect for all passengers on field trips. The Trip Sponsor and school personnel in charge are expected to have control of students and ensure that the bus rules are being followed. The School Bus is an extension of the classroom. The safety and welfare of all passengers will be maintained by the Trip Sponsor/Teacher/Coach on board the school bus during the field trip.

Weather Conditions

Decisions regarding the cancellation or early return from destination due to weather or road conditions are decided upon by the Trip Sponsor/Building Principal/Athletic Director and/or the Director of Operations in consultation with the Director of Schools.

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Cleveland City Schools
Field Trip Permission Form

SCHOOL:

CLASSROOM:

TRIP LOCATION:

TRANSPORTATION:

COST:

DATE:

HOURS:

NOTES:

Please return this permission form below by:

I give permission for my child _____ to attend the field trip to _____.

Enclosed is \$ _____ to cover the cost of the trip.

In case of an emergency, I give permission for my child to receive medical treatment. My child's medical information (including allergies and illness) is current in PowerSchool. In case of such an emergency, please contact:

Name:

Emergency Phone #:

I understand this is a school-sponsored event and that all school rules will apply.

Parent/Guardian Name:

Date:

Parent/Guardian Signature:

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February 2019



FIELD TRIP STUDENT CHECK-OUT SHEET Date: _____

Trip Location: _____

Teacher/Sponsor: _____

I agree that once my son/daughter is released to my custody, I assume full responsibility for his/her health and safety. I agree to waive all claims against the Cleveland City School District, its administrators, teachers and employees, and hold such parties harmless from any and all liability or claims, which may arise out of or in connection with my child's participation in this activity. This waiver shall not apply to any occurrences which may arise solely out of the negligence of the District, its employees or agents. It is the responsibility of the designated school administrator to ensure all students are properly accounted for while transportation to or from a school activity occurs.

Student Name	Authorized Signature	Time	Teacher's Initials

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Why do our volunteers need background checks?

One of our main priorities is to keep children safe. In July 2018, state legislation set new regulations regarding background checks in school districts. With this new law, Cleveland City Schools has created a framework of volunteers based on a three-tier structure. There are many opportunities for volunteers to work in our schools even if they do not want to go through the fingerprinting background check process. The background check is only for volunteers who will be working with children in an unsupervised setting.

Who made this decision?

Director of Schools (DOS), the district administrative team, and other staff made the decision. The Volunteer Guidelines and Procedures document is an administrative procedure. It is not a School Board policy.

How do I get the volunteer approval process started?

We have created a three-tiered guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. The new guidelines will not affect all volunteers. Samples of the three tiers include:

Tier 1:

Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who are under constant supervision by personnel of Cleveland City Schools will not be required to complete a volunteer application or a criminal background check. A volunteer fitting this example might be someone working at a school field day or fundraising event or someone working in the concession stand or making an occasional classroom visit. If you plan to volunteer at the Tier 1 level, you don't need to complete any paperwork.

Tier 2:

Regular volunteers with student contact under constant supervision of Cleveland City personnel must complete a **School Volunteer Application and Confidentiality Agreement** acknowledging FERPA (student confidentiality) requirements. A volunteer fitting this example might include a room parent, class readers, front door reception, front office volunteers, outside-club sponsors, and single day field trip chaperones where it is assured that students will always be supervised by a Cleveland City school employee. The Raptor System will be used for Tier II verification.

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Tier 3:

Volunteers who have unsupervised contact with students on or off campus will be required to:

(1) Complete a **School Volunteer Application and Confidentiality Agreement**, which is to be returned to the school, and (2) have a criminal background fingerprint check (Volunteer Fingerprint Process).

A volunteer fitting this example would be someone who serves as an overnight field trip chaperone, or on some occasions, a single day field trip chaperone where there is no direct supervision by a Cleveland City school employee. The fingerprint check is a one-time check even if your child transitions to a new school, unless there is just cause.

What type of background check is the district conducting?

TBI/FBI nationwide criminal background check through the National Crime Information Center, NCIC.

When does this take effect?

This procedure will go into effect on July 1, 2019.

Could the district use a background check that was done by my church, another agency, or employer?

Possibly, if the fingerprint check was through the FBI's database within the past six months. You should contact the government agency or employer to obtain a copy of the fingerprint background check (NCIC rap sheet; results page) and bring the copy to the Cleveland City Schools Human Resources Department at the Central Office, 4300 Mouse Creek Road NW, Cleveland, TN 37312. They will determine if your fingerprint background check is appropriate.

How much does it cost?

Effective July 1, 2019, the cost for fingerprints will **be \$35.15**, payable by check to Cleveland City Schools. The volunteer may pay at the district offices at 4300 Mouse Creek Road NW, Cleveland, TN. After payment, the CCS Human Resources team will schedule a time for a fingerprint check with the volunteer.

Where do you go to get your fingerprints completed?

Individuals can go to the local UPS Store located at 114 Stuart Road NE in Cleveland.

Who determines if someone is "cleared" to volunteer and how will the schools know?

The CCS Human Resources Department will receive the reports from the background checks and forward them to the DOS if a report reveals any criminal history. The DOS or his designee will evaluate the report. The Human Resources Department will compile a list of Tier 3 volunteers that will be shared with the schools. Individual schools will keep a separate list of Tier 2 volunteers at the school site.

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Do I have to get a fingerprint check every year?

We have structured the Tier 3 check as a one-time check that will clear the volunteer from that point forward, with the caveat that each volunteer is responsible for reporting any subsequent events. The fingerprint check is a one-time check even if your child transitions to a new school, unless there is just cause.

Is fingerprinting truly necessary or would a background check be a sufficient place to start?

A fingerprinting background check will reveal any criminal history that is in the National Crime Information Center (NCIC) database that is maintained by the FBI. This is the same check that is required of employees and contractors, and this is the information that has been established through appropriate legal due process and can be reasonably relied on for accuracy. Also, this is the information that is relevant to us for volunteer work where the volunteer might be one-on-one with children. We have not found a more reliable criminal background check.

Who is maintaining the records?

The CCS Human Resources Department.

What privacy safeguards are in place? Who will be privy to the information?

CCS will maintain these reports. Social security numbers will be safeguarded and will not be included on information that is shared with the schools. However, the information obtained from these searches includes public records from across the nation. Because of this, CCS cannot guarantee that the information is confidential. If an individual is concerned that a criminal background check will reveal something that they do not want disclosed, they should not volunteer for the Tier 3 work described in the procedure. CCS will not disclose this to any member of the public unless required by law to do so, but Tennessee law does require disclosure of most government records to members of the public upon written request. You can further safeguard your personal identifying information by registering with Identogo Systems yourself and paying online.

Can one who is denied appeal a decision?

There will be no appeal procedure since there is no legal right to volunteer; the schools can always refuse volunteer work absent discrimination on the basis of race, color, religion, national origin, age, sex, or disability. (CCS Policy 1.501)

Must a parent who drives students to an event, where bus transportation is not provided, be fingerprinted?

Under Cleveland City Schools standards, if the schools are not transporting students to an event, parents must arrange for their child's transportation. Those arrangements are made entirely outside the fingerprinting procedure since the schools do not make these arrangements.

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School Volunteer Application and Confidentiality Agreement

Name: (Last) _____ (First) _____ (M.I.) _____ Date: _____

Address: _____ Home Phone: _____

City/State: _____ Zip Code: _____ Cell Phone: _____

Children's full names, grades & school attending in Cleveland City Schools: _____

School Site(s) preferred: _____

Duties/Position: _____

Signature of school representative verifying Valid ID and Raptor Check _____

SCHOOL PERSONNEL: MUST MAKE A COPY OF ID AND ATTACH TO APPLICATION

Have you ever been:

- 1. Discharged, not-renewed or banned from any volunteer organization? Yes No
- 2. Convicted of any misdemeanor or any felony? Yes No
- 3. Convicted of any offense that involves drugs or alcohol? Yes No
- 4. Presently charged with a crime that is currently pending or not yet adjudicated? Yes No

If the answer to any of the above is "yes", please explain: _____

I, the undersigned, certify that the foregoing is true and correct. I understand that I am offering to volunteer with Cleveland City Schools (CCS) and that CCS may, at its discretion, decline my offer of volunteer services. In the event my volunteer services require a criminal background check under CCS procedures, I am responsible for the cost of the check and that I may not be reimbursed for this expense. Further, if I am accepted as a volunteer, I agree to the following:

- 1. I am volunteering without promise, expectation, or receipt of compensation for my services;
- 2. I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly and clearly authorized within the scope of my work and that I will abide by all applicable CCS & school policies and procedures and with all applicable laws. I will report to the school Principal or to the Principal's supervisor any individual's or entity's activities that I suspect may compromise the confidentiality of student information.
- 3. I am under the supervision of the school Principal or the Principal's designee.
- 4. I will immediately notify the school Principal where I volunteer upon being charged with any crime.
- 5. Any fraudulent application, violation of confidentiality or any violation of the above provisions may result in termination of my status as a CCS volunteer.

Volunteer Signature

Date

Approval: _____

Principal Signature & School

Date

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Authorization to Use Privately Owned Vehicle

Trip/Event: _____

Destination: _____

Date(s): _____

Teacher, Coach, Sponsor Name: _____

Teacher, Coach, Sponsor Signature: _____

Privately Owned Vehicle

Driver's Full Name: _____

Current Tennessee Driver's License Number: _____

Current Tennessee Driver's License Expiration Date: _____

Vehicle Liability Insurance Company: _____

Current Vehicle Insurance Expiration Date: _____

Driver's Signature: _____

Parent's Signature (if driver is a student): _____

Date Signed: _____

(Copies of TN Driver's License and Insurance Attached)

VOLUNTEER or STUDENT DRIVER

TRANSPORTATION

Transportation for school field trips may be provided by Cleveland City Schools (CCS) buses whenever possible. While CCS buses are the preferred option for transportation, daily route requirements limit bus availability. Therefore, CCS may hire other available commercial buses for field trips when timeframes and costs allow. CCS also has the option of using parent drivers to drive. Parent drivers must meet all requirements set forth by CCS Risk Management.

PARENT DRIVERS/CHAPERONES

Requests for parent field trip drivers/chaperones will be made by homeroom teachers, sponsors, coaches, or their designee(s). The responsibility of driving a group of students includes following CCS guidelines and expectations for parent drivers and meeting all requirements set forth by CCS. If a parent fails to follow these guidelines, he/she may be prohibited from driving in the future.

Parents will indicate their willingness to drive/chaperone for a field trip in the manner requested by the teacher. Parents will be notified if they have been selected as field trip drivers/chaperones. The homeroom teacher, sponsor, coach, or designee will notify volunteers if they are needed for the field trip and will make every effort to provide notification of a field trip at least one (1) week in advance. The teacher, sponsor, coach, or designee will submit a list of drivers to the office in advance so that the office can verify that the drivers' "Authorization to Use Privately Owned Vehicle" form is accurate, current and complete.

Parents not selected to chaperone or drive may not attend the field trip with their child unless they have requested in advance, and received, written permission from the teacher to attend. Cleveland City Schools administration reserves the right to deny any parent permission to drive for and/or attend any field trip, at any time, for any reason.

Each teacher or his/her designee will organize the transportation and determine:

- Which students each parent driver/chaperone will chaperone;
- Departure time;
- Route that will be taken to the destination;
- Where to assemble upon arrival;
- Where to assemble before departure from the field trip site; and/or
- What to do if a group returns to school before the teacher.

Parent drivers will be provided with the following information:

- A map and contact information for the destination;
- Emergency contact names and phone numbers including the teacher's cell phone;
- Any additional medical information, or medications, required for a student in that parent's group, including who has the medication and information on what to do in an emergency; and
- Information on any allergies for students in the parent's group.

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PARENT DRIVER GUIDELINES

Each parent driver is responsible for abiding by the following guidelines:

- File a current and correct "Authorization to Use Privately-Owned Vehicle" form with the school office with a copy of a current Tennessee driver's license and proof of valid vehicle liability insurance. The vehicle cited in the information provided to the school must be the vehicle used on the school field trip.
- Equip the vehicle with the number of seat belts as required by Tennessee Law for each child. If a parent is concerned that a child in his/her car requires a car seat and does not have one, he/she should bring it to the immediate attention of the teacher or sponsor. Parents may provide booster seats for children who would be outside of the legal description.
- Provide only G-rated entertainment in the vehicle.
- Do not stop at any location not on the itinerary, unless permission has been granted in advance, in writing, by the teacher, coach, or sponsor.
- Maintain disciplined behavior for all students in the vehicle during the trip.

STUDENT DRIVER GUIDELINES

Each student driver is responsible for abiding by the following guidelines:

- File a current and correct "Authorization to Use Privately-Owned Vehicle" form with the school office with a copy of a current Tennessee driver's license and proof of valid vehicle liability insurance. The vehicle cited in the information provided to the school must be the vehicle used on the school field trip.
- Abide by all driving laws of Tennessee.
- Do not stop at any location not on the itinerary, unless permission has been granted in advance, in writing, by the teacher, coach, or sponsor.
- Maintain disciplined behavior in the vehicle during the trip.

PARENT CHAPERONE GUIDELINES

Each parent chaperone is responsible for abiding by the following guidelines:

- Siblings not enrolled in the class for which the field trip is authorized may not attend the field trip.
- Do not talk or text on a cell phone for an extended conversation any time the chaperone is responsible for students on the trip, except as required for student health, safety, welfare or to get the students to and from the destination.
- Do not provide snacks to any student, unless permission has been granted in advance by the teacher.
- Know where the students assigned to your group are at all times.
- Do not give permission to students to do anything that contradicts the written or spoken instructions of the teacher, coach, sponsor, or administrator in charge.
- A chaperone is not allowed to be alone at any time with any CCS student that is not his/her own child during any portion the field trip.

CAR SEAT

If according to Tennessee Law a child requires a car seat to travel in a car, it is the parent's responsibility to provide a car seat for the child for the field trip. CCS reserves the right to not take a child on a field trip if it is determined that the child requires a car seat and one was not provided.



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Field Trips – Hotel Expectations

The Field Trip Hotel Expectations listed on the following page shall be reviewed and signed by the participating student, student's parent, and coach/sponsor of the trip. These documents must be signed and collected prior to departure on any overnight trip. If this document has not been reviewed and signed by the participating student, student's parent, and coach/sponsor, the student will not be allowed to participate in the designated overnight trip.

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Cleveland City Schools Field Trip Hotel Expectations

1. When on a field trip, students are expected to abide by the rules set forth in the student handbook and activities code of ethics at all times. This includes the use of cell phones and social media.
2. Once the team/group has arrived at the hotel/lodging the coaches/sponsors will meet with the students and cover all pertinent information and expectations of the students while they are in the hotel/lodging. This meeting will happen ASAP after arriving.
3. Curfews are set by the coach or trip leader and must be adhered to. Curfews are for the student's protection and are necessary for the welfare and reputation of the organization. Any student who does not adhere to the curfew rules will face disciplinary measures and may be sent home at the parent's expense.
4. Students are not allowed in chaperone rooms unless the chaperone is their parent.
5. Students are not allowed in any room except their own unless permission has been granted from the coach or trip sponsor.
6. Hotel rooms are bedrooms. Under no circumstances should students of opposite gender visit, play cards, or entertain guests in their hotel room.
7. Room checks will be conducted by chaperones at curfew time. Halls will be monitored throughout the night by chaperones or by private security. Violations for curfew will result in immediate suspension from the field trip students are currently on and will result in a disciplinary referral at school. Students may also be sent home at parent expense.
8. When a student is assigned to a group or chaperone, he/she is to remain with the group at all times unless he/she has made special arrangements. Students are not permitted to leave the hotel/lodging without a chaperone. Students are responsible to inform their assigned chaperone when they plan to be away from their assigned room.
9. Each room will be assigned a room captain who will have various responsibilities, such as the security of room keys, etc. The room captain will make certain that the actions and conduct meet the mission and core values of Cleveland City Schools.
10. Students need to be very protective of property in your room. They shall not take hotel property since rooms are checked by the hotel.
11. Students are a guest in a hotel and it is a public space. Dress appropriately at all times.
12. Students shall be certain their door is locked when leaving the room.
13. Students are not permitted to swim nor use a hot tub unless a chaperone is present.
14. Students shall not leave valuables out when they are away from their room. They need to use the room safe or store them away.
15. Drugs, alcohol, vapes, tobacco, and weapons of any kind are prohibited.
16. The trip leader/sponsor reserves the right to exclude a student from any and all activities if his/her behavior is disrespectful, dangerous, or violates any of the behavioral expectations.
17. Students should feel free to call upon a chaperone at any time, day or night. They are there to ensure you have a good trip.

Trip/Event: _____ Trip Dates: _____ Destination: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Coach/Sponsor Signature: _____ Date: _____

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FIELD TRIP HEALTH FORM

(Mandatory for multi-day/overnight student and adult participants.)

Trip Date ____ / ____ / ____

Participant Name: _____
Last First

Age: ____ Sex: F / M

Home Phone: () _____

Home Address: _____ City: _____ State: ____ Zip: _____

Family Physician: _____ Office Phone: () _____

Insurance Company: _____ Policy # / ID #: _____

Parent/Guardian: _____

Wk Phone: () _____ Cell Phone: () _____ (minor participants only)

In an emergency, please notify: Check here if same as above. _____

Name: _____ Relationship: _____

Cell Phone: () _____

Work Phone: () _____ Home Phone: (). _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Health History

1. Check all allergies participant may have and briefly describe the reaction:

Insect stings/bites _____ Seafood _____

Asthma (allergy induced) _____ Food (wheat/nuts) _____

Hay Fever _____ Penicillin _____

Other

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Check below if participant currently has or has had any of the following:

CONDITION (Check the ones that apply.)

Past or Currently Has Had....

___ Heart Defect/Disease

___ Diabetes

___ Hypertension

___ Epilepsy

___ Bleeding/Clotting Disorders

___ Asthma

Other: _____

Health History, Continued

2. Complete the following:

a. Are there any specific activities to be encouraged, limited or avoided? YES NO

If yes, please explain:

b. Does participant have a current tetanus shot? YES NO Date of shot: __/__/__

c. List current medications (please send with directions to be administered during trip):

d. I give permission for me/my child to be administered the following as needed for minor

discomfort while on the educational field trip: (check all that apply)

___ Tylenol ___ Advil ___ Cough drops ___ Sudophin ___ Antacid

___ Other: _____

e. Do you/your child have any special dietary considerations? YES NO

If yes, please provide detailed information:

f. Provide any other important health related information about yourself/your child:

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Read and sign the following:

This health history provided in this document is correct so far as I know. I understand that participation in this field trip and classroom activities is entirely voluntary. I understand that the field trip may involve outdoor and indoor activities that may involve potential, dangerous situations. I know and understand the risks and dangers involved in the activities related to this field trip. Also, I know and understand that unanticipated dangers might arise. Field trip staff will do everything possible to minimize potential hazard or risk.

Parent/guardian signature or adult participant signature

Date



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Scheduling and Travel Procedures for Athletics (Field Trips)

Scheduling

All athletic events must be approved by the school principal or his/her designee.

All sports must follow TSSAA/TMSAA rules/guidelines for practices, scrimmages and game limits, including post season.

All athletic games must be scheduled and approved by TSSAA/TMSAA through the athletic portal on www.TSSAA.org.

All athletic practices, scrimmages and games must be scheduled by the school designee on to the "C" app.

Transportation

Any event involving students attending school-related off campus activities, including athletic activities, **must have a field trip number assigned to it**. A trip number will be assigned when a request is submitted using the digital field trip portal, found on the Cleveland City Schools website. If using charter buses, you must use Cleveland City Schools system approved vendors. If using a Cleveland City School Bus or Van for athletic transportation, forms must be filed 2 weeks prior to the schedule event and must receive approval from all parties before the trip can be approved.

Any **overnight trips** must get school board approval and field trip documentation must be filled out at least a month prior to the trip. You must follow all board policies and procedures related to field trips and excursions including an adequate number of chaperones and get clearance for those chaperones if they are not Cleveland City Schools employees. In the event of year-end tournaments, documents must be filed as soon as seeding is complete to the Director of Schools or his designee. The Director of Schools/designee will notify the school board for approval.

Parents must follow TSSAA guidelines for travel. For insurance purposes they must travel in a caravan to and from the location with a coach in charge. CCS procedures also require parents that transport students *other* than their own child must have on file in the Athletic Administrators office completed copies of the "Authorization to Use Privately Owned Vehicle" Document, a valid driver's license, and verified car insurance policy. At **NO** time will any student athlete drive in a carpool.



**Cleveland City Schools
International Trip Release Form**

**STATEMENT OF RESPONSIBILITY, RELEASE OF LIABILITY, AND AGREEMENT TO
PARTICIPATE IN AN INTERNATIONAL STUDIES PROGRAM**

I desire my son/daughter to participate in _____ (Program), an international program sponsored by Cleveland City Schools (CCS) and approved by the Cleveland City Schools Board of Education. I understand and hereby acknowledge that my son/daughter's participation in the Program is not a requirement for earning a diploma from CCS and, therefore, his/her participation is wholly voluntary. In consideration of being allowed to participate in the Program, I hereby agree as follows:

1) I hereby represent and warrant that my son/daughter will be covered throughout participation in the Program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses may be sustained or experienced while inside or outside the United States, including in particular, any country in which he/she will be residing and/or traveling while participating in the Program. I agree to report to CCS at least sixty (60) days prior to departure any physical or mental condition my son/daughter has which may require special medical attention or accommodation during the Program.

2) If my son/daughter should suffer an injury or illness while participating in the Program, or any other activity associated with the Program, I authorize the employees of CCS to use their discretion to have him/her treated at the nearest health care facility and hereby give consent, and I take full responsibility for that action and the costs associated with such care.

3) I understand and agree that participation in the Program carries with it the risk to my son/daughter of personal or bodily injury (including death) and loss or damage to property, and I willingly and knowingly accept that risk. I also understand and agree that Cleveland City Schools does not and will not guarantee my safety during my participation in the Program. With this understanding, I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release, relieve, indemnify and forever discharge Cleveland City Schools, its employees, agents, officers, Board Members and representatives (in their official and individual capacities) from any and all liability whatsoever for any personal or bodily injury (including death) and loss of or damage to property that my son/daughter may sustain, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Program, any related or independent travel, any activities (e.g., club or extracurricular activities) or field trips, irrespective of whether or not they are sponsored, supervised or controlled by CCS, except such liability arising directly and solely from gross negligence on the part of CCS.

4) I understand that Cleveland City Schools reserves the right to make changes to the Program itinerary at any time and for any reason, with or without notice, and CCS shall not be liable for any loss whatsoever to my son/daughter by reason of any such cancellation or change. CCS is not responsible to me for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether CCS makes a flight arrangement. Any additional expense resulting from the above will be paid by me. CCS reserves the right to substitute hotels or

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accommodations or housing of a similar category at any time. I understand and agree that specific room and housing assignments are within the sole discretion of CCS.

5) I understand and acknowledge that CCS assumes no responsibility or liability, in whole or in part, for any delays or changes in departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, expenses, damages, weather, strikes, acts of God, circumstances beyond the control of CCS, *force majeure*, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond CCS's reasonable control, with or without notice, or for any additional expense occasioned by any of the foregoing. If due to weather, flight schedules or other factors beyond the control of CCS, my son/daughter is required to spend additional nights, CCS will not be responsible for my hotel, transfers, meal costs or other expenses. My son/daughter's baggage and personal property are transported at his/her risk entirely. The right is reserved by CCS, in its sole discretion, to cancel the Program or any aspect thereof prior to departure; and, in CCS's sole reasonable discretion, to cancel the Program or any aspect thereof after departure, requiring that all participants return to the United States, if CCS determines or believes that the risks of personal or bodily injury (including death) or property damage associated with my or any other person's continued participation in the Program is or will be unacceptable to CCS.

6) I understand and agree that throughout my son/daughter's participation in the Program he/she is responsible for abiding by the laws of any country in which he/she is residing or traveling and the policies and procedures of CCS and the host institution. CCS reserves the right to decline to accept or retain my son/daughter in the Program if, at any time, his/her actions or general behavior impede the operation of the Program or the rights or welfare of any person. Similarly, if his/her conduct violates the laws of any country in which he/she is residing or traveling or any policy or procedure of CCS or of the host institution, I understand that my son/daughter may be required to leave the Program in the sole reasonable discretion of CCS's employees, agents and representatives, and he/she may be referred to the appropriate CCS official for further disciplinary or other action. I understand and hereby acknowledge that my son/daughter will be subject to discipline by CCS, as well as by the host institution he/she attends or in whose facilities he/she reside or learn in connection with the Program, if my son/daughter violate any above-referenced law, policy or procedure. I hereby consent to the jurisdiction of all such institutions (including CCS) to discipline him/her, separately or cumulatively, for any and all instances of misconduct which occur during the Program or during his/her time abroad. I agree that if my son/daughter leaves the Program for any reason, I shall not be entitled to a refund or reduction of fees.

7) I acknowledge that I have read and understand the information provided in the U.S. State Department Consular Information and have been provided with an opportunity to ask questions and receive answers to my satisfaction. I am aware of and understand the risks and dangers of such travel, including but not limited to the dangers to my son/daughter's health and personal safety posed by terrorism, crime, civil unrest, and violence. I hereby assume, knowingly and voluntarily, each of these risks and all of the other risks which could arise out of or occur during such travel.

8) I acknowledge that while my son/daughter's participation in the Program is voluntary, by choosing to participate in the Program there will be certain field trips that may be determined are integral parts of the Program and, thus, that my son/daughter's participation may be required. During the Program, my son/daughter may also choose to participate in elective excursions or cultural events whether or not sponsored by CCS, the host institution, or other organizations. I understand and hereby acknowledge that where my son/daughter face a risk of personal or bodily

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injury (including death) or loss or damage to property due to civil unrest, violence, terrorism, crime or political instability by my travels (whether as part of the Program or independent of it), I hereby assume, knowingly and voluntarily, each such risk which could arise out of or occur during such travels.

9) My son/daughter may elect to join one or more clubs affiliated with the host institution, or participate in extracurricular activities sponsored by the host institution or other entities during the Program. I hereby represent and warrant that my son/daughter's participation in these clubs or activities is not required by CCS and is wholly voluntary. I further agree that CCS does not sponsor, supervise, or control these clubs or their activities in any manner whatsoever. I understand and hereby acknowledge that some of these clubs involve participation in adventure sports and other inherently dangerous activities which may cause my son/daughter to face an increased risk of injury or death. I hereby assume, knowingly and voluntarily, each of the aforementioned risks and all of the other risks which could arise out of, occur during, or result from my son/daughter's participation in a club, its activities or any travel incident thereto, and acknowledge and agree that CCS shall not be liable for any personal or bodily injury or property damage or loss arising out of or in connection with my son/daughter's participation in these activities.

10) I consent to CCS use of my son/daughter's name, photograph, likeness, comments for use in publications, including publicity or promotional materials.

11) I agree that this Agreement is to be construed under the laws of the State of Tennessee, U.S.A., and that if any portion is held invalid, the remaining provisions shall continue in full legal force and effect.

READ BEFORE SIGNING

In signing this Agreement, I hereby acknowledge that I have read the entire document, that I have been given the opportunity to ask questions and receive answers to my satisfaction. I am signing a complete and perpetual release and bar to any and all claims of ordinary negligence resulting from my son/daughter's participation in this activity, and that I have signed it knowingly and voluntarily. If a student is 18 or older, they may sign this document.

_____ Parent/Guardian Name (Signature)

_____ Parent/Guardian Name (Printed)

_____ Name of Minor Child

_____ Date

STATE OF TENNESSEE NOTARY SIGNATURE

COUNTY OF _____

On this _____ day of _____, 20 _____, before me personally appeared _____, to me known to be the person (or persons) described in and who executed the foregoing instrument, and acknowledged that such person (or persons) executed the same as such person (or person's) free act and deed.

Notary Public Printed Name: _____

Commission Expires: _____

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Welcome to Cleveland City Schools Trip Portal!

Thank you for using our internet service to submit trip requests. This service helps us to promptly attend to your trip requests. Remember the following parameters when scheduling a field trip:

Buses can be scheduled beginning at 8:40 a.m. Buses MUST be unloaded by 1:45 p.m. allowing the driver to get back to the bus lot by 2:00 p.m.

BUS ROSTER REQUIREMENTS: Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include student's name, address, date of birth, and emergency contact number. A copy of the roster is also required to be emailed to bus@clevelandschools.org.

Required Chaperones: K-8: one (1) chaperone for every fifteen (15) students
9-12: one chaperone for every twenty (20) students

Regular Education Buses hold up to 78 elementary students (3 to a seat) and 52 middle and high school students (2 to a seat).

Field Trip Requests must be made no later than two weeks before the field trip.

Field trips are limited to a radius of 50 miles on school days, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions.

For trips occurring beyond regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and refreshments. Most major attractions have a driver's facility. For trips requiring the driver to be available for more than 10 hours, please contact the Director of Operations to discuss procedure.

Mileage is billed at \$1.15 per mile and the driver pay rate is \$17.15 per hour.

There is an additional \$100 per day "On Call" fee for weekends and holidays.

If necessary, an additional \$35 fee will be applied if trash and dirt are left on the bus.

If you have additional questions, please call 423-472-9576.

Need Assistance? Contact Valerie Mack at ext 2402 or vmack@clevelandschools.org.

