

FCSC POLICY APPENDIX 4.24-B

FCSC EDUCATIONAL FIELD TRIP/OR TRANSPORTATION REQUEST FORM

Please complete each section thoroughly and accurately and submit to transportation director at least **15 business days** before request date.

Section A: Contact Information

Today's Date: _____
Name of Contact Person: _____ Phone: _____
Email Address: _____
Sponsoring Group (Department, Club, Class, Other): _____
Event: _____

Section B: Event Information

Day and Date of Trip: _____
Departure Time: _____ Return Time: _____ Pick Up/Drop off Point: _____
Number of Adults: _____ Number of Students: _____
Destination: _____

Educational Goal for Field Trips

Preparation Before and (Performance Objectives/State Standards) _____

Planned Activities after the Field Trip (Evaluation Objectives)

Section C: Transportation Information

Vehicle Requested:

____ Mini-Bus (Up to 14 passengers)
____ Regular Bus (15 or more and up to 66)
____ Wheelchair Bus

Driver Expectations:

Meal(s) provided: Yes or No
Admission Fee provided: Yes or No
Type of Clothing: _____

Section D: Approval/Administration Signatures

Signature of Teacher/Sponsor: _____
Action of Principal: Approved ____ Denied ____ Signature: _____ Date: _____
Action of Superintendent: Approved ____ Denied ____ Signature: _____ Date: _____
Action of Transportation Director: Approved ____ Denied ____ Signature: _____ Date: _____

Field Trips

Definition/Application of Policy

Any trip organized or conducted by employee of Fayette County Schools which takes students away from their FCSC school building and grounds shall be considered a field trip. All field trips shall be governed by FCSC policy 4.24

Field trips should be educational in nature and shall be preceded and followed by appropriate learning experiences related to the trip. All field trip participation is voluntary and no student shall be penalized for not participating.

Day Field Trips

Approval

1. Permission to take a day field trip shall be secured from the Principal prior to making any arrangements or advertising the field trip.
2. All proposals for day field trips must include appropriate notification for the school nurse who will prepare a medical needs list for the supervising teacher.
3. Parent/Guardian consent and Release Forms must be secured for all trips. A separate form must be signed for each field trip.
4. All field trips must be adequately supervised by classroom teachers. Additionally, classroom assistants and parent volunteers may assist as chaperones. Volunteer chaperones must have a background check prior to attending the trip.

Overnight Field Trips

Definition: Any student travel sponsored by FCSC schools that will include an overnight stay away from the student's home.

The FCSC will approve overnight field trips only when these trips relate to curriculum or extra-curricular activities.

Approval

1. Specific approval must be granted by the superintendent/designee at least 30 days prior to the date of the overnight trip.
2. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

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3. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost instructional time. If substantially all members of a class are participating in a trip that includes one or more school days, the school should provide appropriate substitute activities for any students not participating.

ATHLETIC TRIP REQUEST

Definition: Any student travel by FCSC athletic teams to athletic events

Approval:

1. Specific approval should be granted by Athletic director

Revised 9/12/17