

AUTAUGA COUNTY SCHOOLS GENERAL FIELD TRIP GUIDELINES

Field trips should be educational in nature, related to the Alabama Course of Study and grade level appropriate. Instructional field trips that take place during the school day must provide a strong correlation to current content being taught. Participation in field trips shall be non-discriminatory and shall provide equal educational opportunities to all students in the District. Extra-curricular field trips should be confined to outside of the instructional day, except where the school is engaged in an event, competition, etc.

Local School Responsibilities:

- Field Trip Request forms must be approved by the principal and submitted to the Director, Transportation Supervisor and Superintendent for approval no less than 10 days prior to the date of the field trip. Incomplete plans and/or late requests may be denied or returned.
- Attach a detailed itinerary with the field trip request form.
- Field trips are not approved unless the form is returned to the teacher with all completed signatures.
- Arrange for procurement of the financial resources to pay all costs associated with the field trip.
- Students cannot be denied field trip participation because lack of funds to pay. If necessary, funds must come from other sources (APT, School Monies, Booster Cubs, etc...) or built into the cost of the trip. **However, students who neglect to return their permission form will be unable to attend the field trip.**
- No student should be denied access to a field trip or other activity on the basis of a disability.
- Special education, Section 504, and any other disabled students attending a general education class may not be excluded from the class field trips.
- All administrators and teachers are directed to provide students with disabilities an equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).
- All administrators and teachers are directed to provide students with disabilities the opportunity to participate in field trips with students without disabilities to the maximum extent appropriate, in accordance with students' IEPs and Section 504 Plans.

- Notify the school's nurse if a student requires medical assistance on the field trip.
- School personnel should accompany students on field trips along with an appropriate number of chaperones for adequate supervision.
- Pre-school children and/or other siblings or guests are not allowed to accompany teachers, parents, bus drivers or other chaperones on field trips.
- Each school must develop a field trip safety plan (**student names, emergency contact information, and medical needs**) which includes steps for off-campus, extended day, overnight, and out-of-state field trips. Please submit copy to the transportation department, front office and have a copy at your disposal.