

4.43 - Field Trips

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FIELD TRIPS

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Recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, the Alexander City Board of Education Board delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time.

All local and in-state field trips, including travel associated with athletic contests, must be approved in advance by the school principal and the Superintendent. Notification of such travel must be received by the Superintendent at least seven (7) days prior to the anticipated travel date.

All out-of-state and overnight field trips, including travel associated with athletic contests, must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-state and overnight travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.

1. Requests for approval of all field trips, including travel associated with athletic contests, must be submitted on School System Field Trip Request Forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved School System Field Trip Request Form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips.
1. Before any trip as noted above is taken, a completed and signed School System Parental Permission Form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed Parental Permission Form shall not be allowed

to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one Parental Permission Form to cover all trips associated with the activity.

1. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Alexander City School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:
 1. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the Field Trip Request Form for approval by the principal.
 1. At least one teacher or principal in addition to the bus driver must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
 1. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperon by the field trip sponsor and approved by the school principal.
 1. The principal of each school is responsible for handling the scheduling of such trips.
 1. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a monthly basis.

1. Only adult drivers with a commercial driver's license will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).

1. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Director of Transportation.

1. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.

1. Field Trip Transportation Using Private Vehicles: The Board approves the use of privately-owned vehicles to transport students participating in field trips, excursions, or interscholastic activities where only a small number of students will be attending or participating in a respective activity. Such approval is based on a recognized need for additional standard, cost effective transportation at certain times to support the School System's instructional program and extra-curricular activities. Privately-owned vehicles may be utilized to transport a student or student groups to and from such activities provided:
 1. A small number of students will be involved in the respective field trip, excursion, or interscholastic activity. In such instance, the school principal shall have the discretion to utilize a private vehicle(s) with sufficient insurance and passenger capacity(ies) not to exceed the number of approved seat belts to transport the student or student group on such trips.

 1. Students going on the field trip, excursion, or interscholastic activity present signed School System Parental Permission Forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.

 1. Arranging for procurement of the financial resources to pay all costs associated with the trip, if applicable.

1. Arranging for an adequate number of chaperons for the trip.

1. Communicating with parents about the trip and securing a Parental Permission form for each student participating in the activity.

1. Preparing a roster of students, employees, and chaperons making the trip.

1. Providing timely notice to other teachers of the field trip to include roster of names of those students making the trip.

1. Providing notice to appropriate lunchroom personnel when the field trip will necessitate students being away during the normal lunch period.

1. Contacting the principal in case of an emergency while on the field trip.

REFERENCE(S):

CODE OF ALABAMA

16-11-9, 16-12-3, AAC §290-1-4-.01

HISTORY:

ADOPTED: 2006

REVISED: JULY 13, 2010

FORMERLY: 4.63