



BESSEMER CITY SCHOOLS



ACADEMIC FIELD TRIP PROCEDURES AND GUIDELINES

Field trips are a part of students' educational programs. They provide opportunities for both connecting theory and practice, and experiencing the physical and social realities, which are the subject matter of our curriculum. As a part of our educational program, we will take steps to foster field trip safety while at the same time recognizing that there are inherent risks in many activities and significant levels of personal responsibility that each student must assume for him/herself.

The board of education recognizes that field trips when used for teaching and learning are educationally sound and important ingredient in the instructional program of the school. Properly planned and executed field trips should:

- Supplement and enrich classroom procedures by providing leaning experiences in the environment outside the schools;
- Arouse new interests among students;
- Help students relate school experiences to the reality of the world outside of school;
- Bring the resources of the community – natural, artistic, industrial, commercial, governmental, educational-within the student's learning experience and;
- Afford students the opportunity to study real situations and real processes in their actual environment.

A field trip shall be defined as any planned journey for students away from District premises, which is under the supervision of a professional staff member. The Board considers student excursions that integrate educational programs with the resources of the community to be a vital part of the education program. The success of all field trips depends on advanced planning by the teachers. Carefully planned field trips that are directly related to adopted curriculum are encouraged.

The Board of Education must approve all overnight/out-of-state field trips. When seeking approval for such a field trip, the attached forms must be completed and submitted to the superintendent **Two Weeks** prior to the board meeting.

SCHOOL NAME: _____

Travel Security and Information (Bessemer Police Department – (205) 425-2411)

The group leader (teacher) shall make arrangements to notify the Bessemer Police Department in reference to estimate departure and arrival times to and from out of town/state destination. School official and parents will be notified by our local Police Department, should an accident or extended delay occur beyond normal arrival time.

Hotels: Interior corridor will be selected for safety (if possible).

FIELD TRIP ITINERARY (to be attached)

INTEGRATED STUDY UNIT

Narrative: State the educational objectives and purpose of the field trip. (List goals and activities)

Objectives and purpose include the following:

(Check all that apply)

- ACT Aspire
- ACT Aspire with Writing
- ACT WorkKeys
- State Course of Study
- Bessemer Curriculum Alignment

INTEGRATED STUDY UNIT (cont.)

Provide a detailed lesson plan with activities to be used four weeks prior to the trip.

Describe in detail how the planned trip relates to the curriculum.

Attach a copy of the group scavenger hunt discussion question and points of interest, (reference).

Students will keep a daily reflective journal.

REQUEST FOR FIELD TRIP FORM

Name of School _____ Name of Teacher _____

Grade level of class _____ Destination _____

Purpose of field trip (use reverse side if necessary) _____

Name of common carrier _____

Date of field trip _____ Time of Departure _____ Time/Date of Return _____

Explain how classroom activities in planning and preparing for the field trip will provide maximum benefit to the students _____

How many Chaperones? _____ How many students? _____

Will safety rules and procedures be discussed with the group? _____

Will permission slips signed by a parent or guardian be on file at the school before departure? _____

Have arrangements been made with authorized person at the site to be visited? _____

How much money is each child required to pay? _____

What plans have been made to take care of the cost of those students who cannot pay? _____

What follow up activities are planned? _____

Signature of Teacher _____ Date _____

Approved: Yes _____ No _____

Principal Signature _____

Approved: Yes _____ No _____

Superintendent Signature _____

METHOD OF TRANSPORTATION

Company or Agency _____
Name Proof of Insurance

Address Telephone

Departure Date of Field Trip _____ / _____ / _____
Month Day Year Time

Return Date of Field Trip _____ / _____ / _____
Month Day Year Time

Field Trip Coordinator _____
Name Position

Destination _____

Number of Teachers/Staff Responsible _____ (with attached demographic data)

Number of Chaperones _____ (with attached demographic data)

Number of Students _____ (with attached demographic data)

FINAL FIELD TRIP CHECK LIST

(This information **must** be provided to your principal before departure)
(Minimum of two weeks' notice)

Destination Confirmed _____

Date Confirmed With Principal _____

Transportation Confirmed _____

Parental Permission Forms Signed and Returned _____

Chaperones Verified _____

Student Groups Assigned _____

Group Leaders Assigned _____

Name Tags Completed _____

Snacks Purchased and Packed (if applicable) _____

Lunches and Drinks Packed (if applicable) _____

List of Student Names, Addresses, and Phone Numbers (include ones to be left at school) _____

First Aid Kit included (should be in teacher possession) _____

Planned Lessons and Activities Left for Students Not Going On the Trip _____

Lesson Outline, Objectives, Journal Reflections, and Other Activities Provided For Students Going On the Trip _____

A review of the trip and activities as they relate to the curriculum will be re-taught, discussed, and evaluated.

EVALUATION

Describe the type(s) of evaluation(s) to be used at the conclusion of the trip.

Describe how the non-participating students will be evaluated.

ARRANGEMENT FOR STUDENTS LEFT BEHIND

The remaining teachers that will provide for non-participating students are:

FUNDRAISING PLANS

Please list all fundraising plans (including special arrangement/efforts for students who cannot afford to go on the trip).

PERMISSION & MEDICAL RELEASE FORM

Name _____ Phone Number _____

Address _____ Zip _____

School _____ Birthday _____ / _____ / _____ Grade _____
MM DD YYYY

Parent/Guardian's Name _____

Destination _____ Date _____

I hereby release the Bessemer Board of Education from the responsibility and liability for any illness or injury that my child may sustain during this activity. In the event of an emergency, I hereby authorize an adult leader of this field trip as agent for me, to consent to any X-ray examination, medical, dental, or surgical diagnosis, treatment, and hospital care advised and supervised by a physician, surgeon, dentist (as appropriate), licensed to practice under the laws of the state where services are rendered, either at a doctor's office or in any hospital. I expect to be contacted as soon as possible.

THIS DOCUMENT WILL BE VALID AND IN FULL EFFECT UPON PARENT(S) SIGNATURE.

Date: _____ / _____ / _____ Parent(s) Signature _____
MM DD YYYY

Emergency Contact #1 _____ Phone # _____

Emergency Contact #2 _____ Phone # _____

GENERAL DEMOGRAPHICS DATA FORM
MEDICAL CONSENT

Name	Date of Birth
Address	Telephone
Emergency Contact Person	Emergency Telephone

Medical Information

Check Medication permitted, as deemed necessary: If your child requires special medication, please list name of medicine, recommended dosage and time(s) administered.

Headache:

Ibuprofen	Yes _____	No _____	
Tylenol	Yes _____	No _____	

Intestinal Disorder:

Kaopectate	Yes _____	No _____	
Castora	Yes _____	No _____	
Pepto Bismol	Yes _____	No _____	

Motion Sickness:

Dramamine	Yes _____	No _____	
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Minor Cuts & Bruises:

Mercurochrome	Yes _____	No _____	
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Cough or Cold:

Cough Syrup	Yes _____	No _____	
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MEDICAL CONSENT

I give permission for my child, _____ to be treated by a licensed physician if medical treatment is deemed necessary.

In case of emergency, I give my consent for him/her to receive medical prescriptions prescribed by a licensed physician.

Signature of Parent(s)	Insurance Company
Print Name	Policy Number

RULES AND GUIDELINES FOR STUDENTS AND PARENTS

In order to insure a safe, educational, and enjoyable trip for students and adults, the following rules and guidelines have been established:

- Courtesy should be shown to everyone at all times. This includes other students, chaperones, hotel personnel, tour guide, stewardesses, restaurant, employees, etc.
- All chaperones and official trip authorities need to be obeyed and respected.
- Everyone, students and adults, must adhere to the schedule.
- No liberties are to be extended to the child of a chaperone that is not allowed for any other child.
- Restrictions will be enforced for use of profanity, disobedience, and any other inappropriate behavior.
- All chaperones must a uniform lights-out time in their room each night. The teachers will decide on the time based on the evening's activity.
- All games, electronic devices, etc. must not disturb others at any time.
- No vandalism of hotel or public property will be tolerated.
- No boisterous play on the airplane, bus, train, or in the hotel.
- No visiting between rooms unless monitored by the chaperones from both rooms.
- No leaving the group to buy souvenirs, etc. Time will be built into the schedule for purchasing souvenirs.
- Chaperones are to remain with the group at all time.

I understand and agree on the rules and guidelines stated above, and agree to conduct myself in accordance with the.

Student _____ Date _____

Parent _____ Date _____

Chaperone _____ Date _____
