



# **Bibb County School District Field Trip Guidelines**

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## Field Trip Guidelines

As part of the mission of the Bibb County School District, a high quality education must be provided in a safe learning environment. A high quality education incorporates learning opportunities outside the classroom setting which includes field trips. Field trips must provide for a safe and relevant learning environment for students. All projected field trips must be scrutinized in terms of student safety by principals and requesting teachers. The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students (Board Policy IFCB). All teachers who are proposing a field trip must review the Bibb County School District Field Trip Guidelines prior to planning the field trip and completing necessary paperwork.

The school principal must review, scrutinize, and consider all aspects and details of any projected field trip being requested from their school. The Request for Field Trip Approval Form (Appendix A) must be completed and electronically signed by the school principal attesting that he/she has scrutinized the requested field trip, confirmed that all information included in the Bibb County School District Field Trip Guidelines has been addressed, and approved the field trip. Electronic signatures will be utilized in the field trip approval consideration process. Please note that a field trip is considered a school-sanctioned event and the principal is responsible for the welfare and safety of the students.

## Field Trips Instructions

Failure to adhere to these established guidelines will result in the automatic disapproval of a field trip. Information must be complete. Requests involving incomplete information will be returned electronically to the principal of the submitting school without review or consideration concerning approval/disapproval.

## General Field Trip Requirements

1. A field trip must be approved before field trip activities are confirmed, before the signing of any contracts, and before any information is distributed to students/parents/legal guardians concerning a requested field trip.
2. The Request for Field Trip Approval Form must be received electronically in order to be considered by the assigned Central Office administrator for zone for approval/disapproval a minimum of 4 weeks prior to the projected start date of the field trip, regardless if the trip involves only 1 student being transported by his/her own parent. Please send the Request for Field Trip Approval Form electronically directly to Ben Bridges for all requested overnight field trips. **For presentation to be made to the Bibb County Board of Education, Request for Field Trip Approval Forms for overnight field trips that are also out-of-state field trips must be received as overnight field trip requests at least ten weeks prior to the start date of a field trip. Decisions regarding approval for overnight field trips that are also out-of-state field trips will not be made until after presentation is made to the Bibb County Board of Education.** Following review, the request will be forwarded electronically to the assigned Central Office Administrator for the school. In the case of required departmental approval, such Request for Field Trip Approval Forms should be shared electronically with the department approver before arriving to the assigned Central Office administrator or Ben Bridges. Approval/disapproval for a field trip will be sent electronically to the submitting principal and the Transportation Department of the Bibb County School District. Please do not accept that a field trip has been approved until the electronic approval is received.
3. Alignment to appropriate GPS or CCCPS standards must be evident as the basis for the field trip. If instructional standards are not supported, the field trip will not be approved.
4. Necessary professional leave of absence requests must be submitted via Aesop according to the established guidelines of the Professional Learning Department.

5. The Field Trip Approval Form must include complete information. N/A will denote a not applicable statement regarding the field trip.
6. Include contact number(s) for each teacher and chaperone for the time during the trip in the General Information section of the Request for Field Trip Approval Form.
7. All proposed destinations with addresses and proposed times must be included on the Request for Field Trip Approval Form. If a place for a meal is a point of destination, it must be a safe location to dine. Remember to notify the school lunchroom according to school and District guidelines when dining off-campus. If the lunchroom is to prepare sack lunches, notify them according to school and District guidelines as soon as possible as special lunch foods may need to be ordered.
8. The electronic signature of the school principal must be affixed to the Request for Field Trip Approval Form before arriving to its destination electronically at the Central Office level.
9. Proof of insurance is always required to be submitted if a charter bus is the requested mode of transportation. The proof of insurance must be valid through the end of the requested field trip. Proof of insurance must be considered and may be required to be submitted when any mode of transportation is proposed to be utilized other than a school bus.
10. For projected in-state chartered field trips: In order for a charter bus company to be utilized, it must be confirmed by the school that the charter **bus company is listed on the Georgia Department of Public Safety "List of Licensed Bus Carriers", holds a "Passenger Certificate" or a "Passenger Permit", and that the bus company has a "Satisfactory Record."** This information must be accessed through the following web address:  
<http://www.gamccd.net/LPCBusCarriers.aspx>
11. For projected out-of-state chartered field trips: In order for a charter bus company to be utilized, it must be confirmed by the school that the charter bus company is included in the U.S. Department of Transportation Federal Motor Carrier Safety Administration Safety and Fitness Electronic Records (SAFER) System accessed through the link included and that the company **has a "Satisfactory" rating in inter-state passenger transportation.** The link must be accessed through the following web address: <http://www.safersys.org/CompanySnapshot.aspx>
12. With any projected use of a charter bus, the charter bus company must be an approved vendor with the Bibb County School District and must be included on the list of approved charter companies through the Purchasing Department of the Bibb County School District.
13. Only busses belonging to the Bibb County School District or those confirmed through the preceding process may be utilized for transporting students.
14. The Bibb County School District requires that schools provide a minimum of one chaperone for every ten students attending a local or out-of-town (not overnight) field trip. The Bibb County School District also requires that schools provide a minimum of one chaperone for every five students attending out-of-state field trips and overnight field trips. Chaperones may be a teacher involved in the field trip, a Bibb BOE employee, a parent or legal guardian of a participating student, or school volunteer, as approved by the school principal.
15. On all field trips, a certified teacher or a certified administrator must be on each school bus and must maintain student behavior at all times. Principals will be responsible for providing a certified teacher or a certified administrator and adequate chaperones for each bus.
16. Principals are responsible for communicating guidelines to teachers and chaperones regarding supervision of student discipline and conduct during the field trip and until students are returned to school and/or parental/legal guardian supervision.

17. Schools are responsible for conducting teacher field trip chaperone orientations once per year for new teachers and new chaperones who will be participating in field trips that are not overnight field trips.
18. Teachers and chaperones participating in out-of-state or overnight field trips must receive an orientation from the school prior to each field trip detailing specific teacher and chaperone responsibilities relating to the specific field trip. The school must provide training regarding monitoring provisions and safety precautions for the specific field trip. Each teacher and chaperone must sign a printed orientation agenda (provided by the school) indicating receipt of the training. A copy of the teacher and chaperone orientation packet should be stapled to the orientation sign-in sheet.
19. Each school year, an original Criminal Background Check Authorization Form must be submitted to and approved by the Human Resources Department of the Bibb County School District for each adult not currently employed by the Bibb County School District who is projected to chaperone a daytime field trip. Principals must confirm that the chaperone is approved. Criminal Background Check Authorization Forms are current for only one school year. This background check requirement does not apply to current employees of the Bibb County School District serving as chaperones. It is the responsibility of the Principal to see that projected chaperones have been approved. The Human Resources Department of the Bibb County School District requires that each Criminal Background Check Authorization Form with a copy of a valid picture ID attached for the individual and their completed Volunteer Informed Consent Release And Hold Harmless Agreement Form be received a minimum of two weeks prior to the starting date of a projected daytime field trip. If a background check reveals a past that would hinder the person from being employed by the Bibb County School District, the person must not be used as a chaperone.
20. All volunteers must also submit to the school a Bibb County School District Volunteer Application Form.
21. Field trip costs passed on to students/parents/legal guardians through payment or fundraising must be considered **and kept at a minimum in terms of field trip expenses (transportation, meals, lodging, event tickets, etc...)** for field trips requested to take place outside a school day or school days. Money and fundraising may not be required from students/parents/legal guardians in order for a student to participate in a field trip involving a school day for students. In this case, a permission slip must be distributed to all parents including the following statement: No student will be denied participation due to the inability to pay or raise funds.
22. Permission procedures (permission slips) for students attending a field trip must be taken care of at the school level.
23. Students who require medication must be identified and the following arrangements must be made for the administering of medication during a field trip:
24. When administering medication there is a one-hour window of time (30 minutes before the dosage time to 30 minutes after the dosage time) to administer the medication. For example if a medication is scheduled to be administered at 12:00 Noon, the medication can be administered anytime between 11:30 AM and 12:30 PM.
25. If medication that is administered at school must be administered while the student is away from school on a field trip, the organizing teacher/administrator must plan ahead in order to consult with the school nurse who can prepare the required dose or doses for travel in a bottle with all the appropriate information and instructions. After returning to the school from the student field trip, the organizing teacher/administrator must document that he/she gave the medication on the Medication Administration Record (Attachment B) maintained by the school secretary or school nurse.
26. For field trips outside of the school day, the organizing teacher/administrator must determine if a student will need medication that is routinely given at home and not at school. If so, the parent/legal guardian must complete a Medical Authorization and Release Form (Attachment C) detailing the name of the medication and the time the medication should be administered. The medication must be in the appropriate labeled prescription bottle. Any

administration of the medication must be documented on the Medication Administration Record by the organizing teacher/administrator and put on file upon return to school.

27. Students with asthma or allergies should be permitted to carry prescribed inhalers and epi-pens with them at all times on any field trip. The organizing teacher/administrator must hold and dispense all other student medications during a field trip.
28. Over-the-counter medications require written permission from the parent(s)/legal guardian(s) with clear information as to the dispensing of the medication. The dispensing of over-the-counter medications such as Tylenol and Benadryl (in case of allergic reaction) requires written permission from the parent(s)/legal guardian(s). Over-the-counter medications must be in the original containers, kept in the possession of the organizing teacher/administrator, and dispensed by the organizing teacher/administrator. Any administration of over-the-counter medication must be documented on the Medication Administration Record by the organizing teacher/administrator and put on file when they return to school.
29. Roll checks must be conducted each time students enter or leave the bus and enter or leave a point of destination.
30. Field trips to movie theaters are not allowed.
31. Field trips must be age-appropriate and content-appropriate for students.
32. Please comply in a timely manner if other information regarding a field trip is requested as approval cannot be granted until all information is collected.
33. The Administration of the Bibb County School District reserves the right to withdraw approval for a field trip at any time.
34. If an approved field trip is cancelled by the system, every effort will be made to reschedule system transportation. The organizing teacher(s) will be responsible for canceling and rescheduling non-system transportation and other details regarding a system-cancelled trip.
35. Field trip attendees must be prepared to board the bus(es) at the requested pick-up time. Field trip attendees must be prepared to board the bus(es) for the return trip early enough to arrive back at the school at the approved return time indicated on the Request for Field Trip Approval Form. Any late returns on trips will result in the time and cost overage being paid by the school location.
36. If a field trip includes a food court as a point of destination for a meal, the students must not enter any area other than the dining area. Entrance is prohibited to department stores and other vending areas such as arcades. School based consequences concerning the violation of this rule must be presented in written form to the participating students and their parents prior to the field trip.
37. Without express permission it is not permissible to walk to or from a field trip point of destination.
38. Students are not permitted to ride in a van.
39. Students are not to be transported in a vehicle owned by a teacher. Students are not permitted to drive their own vehicles while on a field trip. A student is not permitted to ride with anyone other than his or her own parent or legal guardian while on a field trip involving an individual student or where system transportation is not provided.
40. Only current Bibb BOE certificated personnel may request and organize field trips.

41. All field trips involving theme parks will be considered for approval only when minimal to no loss of instructional time occurs.
42. The use or consumption of alcohol or any illegal substance is prohibited on a field trip.
43. If it is necessary that any adult accompanying a field trip group participate in smoking, the act must be conducted out of view of students. Smoking must not occur when the act interferes with the supervision of students.
44. Please note that swimming is not permitted on field trips and field trip participants are not allowed in the pool area.
45. A standard first aid kit must be on each bus.
46. A copy of an updated school emergency information card for every student must be taken on each trip (with confirmed information regarding updated contact numbers, any known allergies, any known medical conditions, physician and insurance information – refer to Appendix D). The principal must have a directory of all students, teachers, and chaperones participating in a field trip.
47. The bus route for a field trip must be submitted to the principal in advance of a trip.
48. Notification must be provided to students regarding the bringing of appropriate items (electronic items, etc...) at their own risk.
49. Only movies approved through the school's Media Center will be allowed during field trips.
50. The Bibb County School District Code of Conduct and disciplinary procedures will be enforced during field trips.
51. **The organizing teacher must assign each student a "buddy" of the same gender for the duration of the field trip.**

## Supervision of Students

Monitoring provisions and safety precautions must be established at the school level well in advance of a field trip. Group monitoring provisions, safety precautions, and chaperone assignments must be discussed with each chaperone in advance of a field trip.

It is not recommended that organizing teachers and administrators chaperone a specific group of students so that the individuals are available to assist field trip chaperones in supervising students and handle any emergencies that may occur.

If a field trip concludes after school hours, teachers must remain with students until all students have been picked up.

## Added Requirements for Requests for Overnight Field Trips and/or Out-Of-State Field Trips

If a Request for Field Trip Approval Form is for an overnight field trip, the following guidelines must be adhered to in addition to the general field trip requirements:

1. A detailed daily itinerary (with every moment packed with details for the entire time) must be included on the Request for Field Trip Approval Form. A final itinerary will be submitted to the Principal two weeks in advance of the requested field trip.
2. A student safety plan (designed by the organizing teacher) that details monitoring provisions and other safety precautions for every moment must be submitted to the Principal and approved in advance of a field trip by the Principal. Among other provisions and precautions, the plan should include procedures in case of emergency situations with emergency meeting locations confirmed to be established. Room checks, the taping of all doors, and initialing of the tape for overnight monitoring must take place and be supervised by the organizing teacher/administrator and must be included in the plan. Student doors must be monitored overnight by teachers, chaperones, or by a security guard who has background check approval through his or her employing company. Provisions must be included in the plan for hallway monitoring for overnight. The organizing teacher must remove the tape during the wake-up call and ensure that all students are accounted for. Teacher and chaperone contact numbers and room numbers must be provided to students in case of emergency.
3. For projected overnight field trips, the organizing teacher/administrator must determine if a student will need medication. If so, a parent/legal guardian must complete a Medical Authorization and Release Form detailing the name of the medication and the times for the administering of the medication. The medication must be in the appropriate labeled prescription bottle. Any administration of the medication must be documented on the Medication Administration Record by the organizing teacher/administrator and filed with the school medication records upon return to the school.
4. Contact number(s) for the hotel(s) for the time during the trip must be provided to the Principal prior to a field trip.
5. Policy will be established and enforced regarding no member of the opposite gender allowed in the room of the other gender.
6. Teachers must not share a hotel room with students other than when a parent or legal guardian to child relationship exists.
7. Chaperones must not share a hotel room with students other than when a parent or legal guardian to child relationship exists.
8. Long distance telephone services must be canceled in all rooms. Provisions must be made for room-to-room calling.
9. Pay-per-view television must be turned off in all rooms.
10. Please note that fingerprinting must occur through the Human Resources Department of the Bibb County School District for each adult not currently employed by the Bibb County School District who is projected to chaperone any overnight field trip. (The fingerprint background check is current for only one school year.) A valid photo ID is required to be fingerprinted. It is the responsibility of the Principal to see that fingerprinting is completed a minimum of two weeks prior to the projected starting date of a field trip and that background check approval is granted from the Human Resources Department prior to the individual serving as a chaperone on a field trip. Background check approval must be granted from the Human Resources Department before an individual is permitted to serve as a chaperone. If a background check reveals a past that would hinder a person from being employed by the Bibb County School District, the person



must not be used as a chaperone. (The Bibb County School District requires that schools provide a minimum of one chaperone for every five students attending out-of-state field trips and overnight field trips.)

11. This background check requirement does not apply to current employees of the Bibb County School District serving as chaperones.
12. If students are to travel overnight on a bus, one gender will be seated at the front of the bus with the other gender at the rear of the bus with teachers and chaperones dispersed throughout the bus.

## Transportation Department Information

1. All field trips within Bibb County will be calculated at 20 total miles for the field trip.
2. All out-of-county field trips will be calculated from the point of origin to the point(s) of destination and to the point of return. You may use Google Maps or bing.com to calculate your estimated mileage. You will need a point of origin, point(s) of destination, and ending address. Calculate your trip for the "quickest route".
3. The charge for a school bus is \$2.00 per mile for all out-of-county field trips.
4. The rate charged for a Transportation Department school bus driver for field trips is \$16.00 per hour with a 3 hour minimum.
5. No field trips utilizing a school bus will be scheduled on school days before 9:00 AM and all school buses must arrive back to the school no later than 2:00 PM. Please note that school buses need to be ready for regular service by 2:00 PM (empty and leaving the school). It is possible that the Transportation Department may be able to provide a school bus at other times on a school day if a school-based **Bibb BOE employee listed on the Transportation Department's** approved driver list is provided by the school. In such case, **the driver's** name must be included on the Request for Field Trip Approval Form. Please note that school-based Bibb BOE employees are allowed to drive school buses during school hours only for approved field trips and provided their students are participating in the field trip.
6. Any trip after school hours can be complicated. Most school buses are still in service as late as 4:30 PM. If you have a field trip that requires a school bus before 5:00 PM, confirm that a bus would be available with the Field Trip Coordinator at the Transportation Department (779-2007). A school bus or a limited number of school buses may be available for early departures.
7. The number of students **and chaperones must not exceed the Transportation Department's** maximum limit per bus. Check with the Field Trip Coordinator at the Transportation Department for maximum limits and for the number of buses needed for a field trip.
8. Be sure that the Transportation Department is notified if a trip requires a bus with special accommodations (a lift).
9. Food may not be eaten on school buses.
10. Aisles and emergency doors on school buses must not be blocked in any way by any item.
11. Transportation to athletic events is not provided for spectator purposes.
12. Only students, teachers, and chaperones participating in a field trip may ride school buses.
13. Times and pricing are subject to change by the Transportation Department at any time without notice.
14. All schools will follow the established protocol for field trip approval.

# Request for Field Trip Approval Form <==== Click Here for Form

*This form must be received and approved by the Central Office Administrator prior to the announcement of the requested field trip.*

GENERAL INFORMATION:

Date of Request: _____	Field Trip Location: _____
Start Date of Requested Field Trip: _____	End Date of Requested Field Trip: _____
School: _____	School Group: _____
Proposed Number of Students: _____	Proposed Number of Adults: _____
Field Trip Paid By: _____	Trip Tracker ID #: _____
Organizing Teacher #1: _____	Contact #: _____
Organizing Teacher #2: _____	Contact #: _____
Other School Personnel: _____	Contact #: _____
Other School Personnel: _____	Contact #: _____

DESTINATION: Please provided a detailed schedule of any stops.

Educational Purpose of Field Trip:

COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):  
\_\_\_\_\_

\_\_\_\_A permission slip will be distributed to all parents that includes the following statement: No student will be denied participation due to the inability to pay or raise funds.

\_\_\_\_A copy of an emergency information card for every student including updated contact numbers, any known allergies, any known medical conditions, physician, and insurance information will be taken on the projected field trip.

\_\_\_\_The necessary professional leave of absence requests will be submitted via Aesop according to the established guidelines of the Professional Learning Department.

TRANSPORTATION: Time Bus(es) to pick up at School: \_\_\_\_\_ Time Bus(es) To Return to School: \_\_\_\_\_

According to the Bibb County School District Field Trip Guidelines, there are only three modes of transportation that will be considered for approval. This projected field trip will utilize the following mode of transportation:

Parent/Legal Guardian Will Transport His/Her Own Child

*The following statement is a true statement regarding the projected field trip: "Each individual parent or legal guardian will transport his or her own individual child and will be responsible for his or her own individual child for the field trip in its entirety." The preceding statement will be included on the parent permission slip. If initialed, move directly to the Affirmation section.*

School Bus    Number of Buses Proposed: \_\_\_\_\_

If a school bus is requested and you have proposed a school-based driver, i.e. coach with a CDL, provide their name(s) below. Note: school-based bus drivers must be approved by the Transportation Department.

1. \_\_\_\_\_ School: \_\_\_\_\_

2. \_\_\_\_\_ School: \_\_\_\_\_

Charter Bus    Number of Buses Proposed: \_\_\_\_\_ Charter Bus Company: \_\_\_\_\_

*The proposed charter bus company is an approved carrier*

*Proof of insurance valid through the end of the requested field trip is attached for the proposed charter bus company. (Proof of insurance must be considered and may be required to be submitted when any mode of transportation is proposed to be utilized other than a school bus).*

## CHAPERONES

\_\_\_\_\_Chaperone guidelines are met with at least one chaperone with every ten students for the duration of the day field trip.

\_\_\_\_\_Criminal Background Check Authorization Form approval(s) for non-Bibb BOE chaperone(s) projected to chaperone will be received before requested day field trip.

\_\_\_\_\_Chaperone guidelines are met with at least one chaperone with every five students for the duration of the overnight field trip or out-of-state field trip.

\_\_\_\_\_Fingerprinting approval(s) for non-Bibb BOE chaperone(s) to chaperone an overnight field trip will be received before an overnight field trip.

## GENERAL PRECAUTIONS

\_\_\_\_\_Each attending teacher is responsible for each student attending the field trip; however, each chaperone will have a group of students under their direct and close supervision for the duration of the projected field trip.

\_\_\_\_\_A teacher and chaperone orientation will be conducted and signatures obtained to indicate the teachers and chaperones received the necessary orientation prior to the requested field trip. A copy of the orientation guidelines should be stapled to the orientation sign-in sheet and kept on file at the school.

\_\_\_\_\_The Principal will have the contact number(s) for each teacher and chaperone attending prior to the field trip.

\_\_\_\_\_Roll checks will be conducted each time students enter or leave the bus and enter or leave a destination.

\_\_\_\_\_Monitoring provisions and safety precautions will be discussed with each chaperone prior to the requested field trip. Each chaperone has the contact number(s) for the organizing teacher(s).

\_\_\_\_\_Monitoring provisions and safety precautions will be submitted to the Principal in detailed written form for his or her approval prior to the requested field trip.

\_\_\_\_\_The bus route for this trip will be submitted to the Principal prior to the requested field trip.

\_\_\_\_\_Prior to the requested field trip, proper arrangements will be made at the school for the administration of medication while on the projected field trip according to the Bibb County School District Field Trip Guidelines.

\_\_\_\_\_Emergency meeting locations will be discussed with students and chaperones prior to the requested field trip.

\_\_\_\_\_Swimming will not be allowed during the field trip and field trip participants will not be allowed in the pool area.

\_\_\_\_\_A standard first aid kit will be on each bus.

\_\_\_\_\_The organizing teacher will assign each student a **"buddy" of the same gender for the duration of the field trip.**

## OVERNIGHT FIELD TRIP REQUEST AND/OR OUT-OF-STATE REQUEST

\_\_\_\_\_The organizing teacher will ensure that all Pay-Per-View Movies will be disabled in all rooms prior to arriving at the hotel.

\_\_\_\_\_The organizing teacher will ensure that all long distance calling features will be disabled in all rooms prior to arrival at the hotel. Room to room calling will be provided and allowed in case of emergency. Room numbers of each teacher and chaperone will be provided to students in case of emergency.

\_\_\_\_\_All student doors will be taped and initialed for overnight by the organizing teacher at the final room check. The organizing teacher will remove the tape during the wake-up call and will ensure that all students are accounted for.

\_\_\_\_\_Student doors will be monitored overnight by teachers, chaperones, or by a security guard who has background check approval through his or her employing company.

\_\_\_\_\_Teachers will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

\_\_\_\_\_Chaperones will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

\_\_\_\_\_Individuals of one gender will not be allowed in the room of the opposite gender.

\_\_\_\_\_A detailed Overnight Safety Plan will be submitted to the Principal for review and approval in advance of the projected field trip.

\_\_\_\_\_A proposed itinerary (complete with as many details as possible) is attached. A final itinerary (complete and detailed with every moment packed with details for the entire time) will be submitted to the Principal two weeks prior to the requested field trip.

\_\_\_\_\_If students are to travel overnight on a bus, one gender will be seated at the front of the bus with the other gender at the rear of the bus with teachers and chaperones dispersed throughout the bus.

## Affirmation

As the Principal and as the organizing teacher, respectively, I have reviewed the requested field trip and confirmed that all information included in the Bibb County School District Field Trip Guidelines has been addressed and I affirm that all required items indicated on this form are included and will be sent to the Central Office Administrator (requested day field trips) or Ben Bridges (all requested overnight field trips) a minimum of four weeks prior to the requested start date of the requested field trip. *If applicable: I affirm that for presentation to be made to the Bibb County Board of Education, this Request for Field Trip Approval Form for an overnight field trip that is also an out-of-state field trip will be sent as an overnight field trip request at least ten weeks prior to the start date of the field trip.* I understand that approval of this requested field trip is also the method of approval for student instructional absences.

As the Principal, I approve the field trip.

Teacher's Electronic Signature:

Principal's Electronic Signature:

---

Determination of Central Office Administrator:

Approved

Disapproved

Electronic Signature of Central Office Administrator for Zone:

*Once considered for approval and the electronic signature of the Central Office Administrator is affixed, transmit this electronic document via e-mail to the requesting Principal and Barbara Addison ([Barbara.Addison@bcsdk12.net](mailto:Barbara.Addison@bcsdk12.net)), Field Trip Coordinator, Transportation Department.*

# Medication

BIBB COUNTY PUBLIC SCHOOLS

Attachment B

## MEDICATION ADMINISTRATION RECORD

NAME \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_  
 MEDICATION \_\_\_\_\_  
 DOSE \_\_\_\_\_ TIME \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JULY																																
AUG																																
SEPT																																
OCT																																
NOV																																
DEC																																
JAN																																
FEB																																
MAR																																
APR																																
MAY																																
JUNE																																

INITIALS

SIGNATURE

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If med not given, please note reason with following codes: A=absent; R=student refused; 0=no medicine to give

Bibb County Public Schools

**MEDICAL AUTHORIZATION AND RELEASE**

**Student's Name:** \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Is this student allergic to any medicine?  No  Yes If yes, please list: \_\_\_\_\_

*All medication sent to school must be in the original prescription container that is properly labeled with **the student's name, current dosage and schedule.** Medications should be delivered to the school by an adult, not sent with the student.*

Name of Prescription Medicine	Dosage or Amount	Time

If this student requires an inhaler for asthma or an Epi-pen for allergies, does he/she need to keep the inhaler or Epi-pen with him/her in the class at all times. Has he/she been trained to use it appropriately as needed?  
 No  Yes

Name of Medication:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Print Physician's Name**

\_\_\_\_\_  
**Physician's Signature**

Non-Prescription Authorization and Release

Name of Non-Prescription Medication:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby authorize the personnel, employees and officials of the Bibb County School System to assist my child in taking medication according to Board of Education policy. I release the school board, the school and any school employee from any liability for administering this medication as instructed above. I understand that in the event of a change in the medicine, the dose or the time, I am responsible for presenting a new request form.

I also authorize the prescribing physician named above to discuss with the principal or his/her designated staff member, any matter regarding the medication to be administered.

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Parent/Legal Guardian Name: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

FIELD TRIP CONSENT FORM

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Home Room: \_\_\_\_\_
Age: \_\_\_\_\_ Birthday: \_\_\_\_\_ Sex: (Circle) \_\_\_ M \_\_\_ F

CONTACT INFORMATION: Please provide contact names, relationship to the student & their daytime phone numbers in the order you wish them to be called. Include yourself in this list

Table with 5 columns: CONTACT PERSON, RELATION, HOME PHONE, WORK PHONE, CELL PHONE. Rows 1, 2, 3.

HEALTH HISTORY: (Please provide any medical conditions or health information here)
(Circle or Write in all that apply): Asthma Diabetes Seizures Sickle Cell Other \_\_\_\_\_
Please explain any condition circled and list any medications or treatments related to condition:

\_\_\_\_\_
\_\_\_\_\_

\*\*\*Does your child need to carry anything such as Diastat, Epi-pen, Inhaler or Diabetic supplies while at school? If so, Please contact the nurse to set this up \*\*\*

MEDICATION & ALLERGY INFORMATION:

\_\_\_ My child takes the following medication daily at home: \_\_\_\_\_
\_\_\_ My child IS ALLERGIC to the following medication or food \_\_\_\_\_
\_\_\_ My child's allergy is life-threatening and he/she carries an epi-pen
\_\_\_ My child has no known medication allergy \_\_\_ My child has no known food allergy

Student's Doctor: \_\_\_\_\_

No medication will be administered without consent. Please check all medications your child may receive while on field trip. Please include the dose/amount for your child, i.e. 1 tablet, 1 tsp. etc. Medications listed below must be in the appropriate labeled bottle and supplied by the parent.

\_\_\_ Tylenol (Acetaminophen) Dose: \_\_\_\_\_ \_\_\_ Advil/Motrin (Ibuprofen) Dose: \_\_\_\_\_ \_\_\_ Antacids (Maalox/Tums) Dose: \_\_\_\_\_ \_\_\_ Benadryl pill/liquid Dose/Amount: \_\_\_\_\_
\_\_\_ Other: \_\_\_\_\_

Do you have any religious or cultural needs/beliefs the school nurse should know about that might affect your child's care? \_\_\_\_\_

I understand that I can revoke this permission form at any time by written notice to the school nurse.

Parent/ Legal Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## Sample Teacher and Field Trip Chaperone

### Orientation Agenda/Sign-In

Date:

Agenda:

Guidelines for Teachers and Field Trip Chaperones

School Expectations

Questions

Signing Of Agreements

Participant Signatures (please include your cell phone number and your **child's name** (if applicable))

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## Guidelines for Teachers and Field Trip Chaperones

Prior to the field trip, the classroom teacher or organizing teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please speak with the teacher or principal.

Number of students assigned to chaperones:

Day Field Trips: 10 students per teacher or field trip chaperone  
(Local & out-of-town, but NOT overnight or out-of-state)

Overnight and/or Out-of-State Trips: 5 students per teacher or field trip chaperone

1. All school rules apply on school sponsored field trips. Teachers and field trip chaperones are expected to comply with school policies, follow the directions given by the organizing teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the organizing teacher.
2. In order to comply with school policy, before or during the field trip, teachers and chaperones:
  - a. may not use or possess alcohol or other drugs
  - b. may not use tobacco in the presence of, or within the sight of, students
  - c. may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised at all times while at a school sponsored event. As a teacher or field trip chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately.
4. Students must stay with you, their teacher/field trip chaperone, at all times. Go over use of the buddy system with students under your care.
5. Account for all participants regularly and before changing activities. Please stay with the group assigned at all times.
6. Timelines are critical. Please wear a watch and coordinate meeting times. Please be prompt and plan for the unexpected. Try to arrive at the meeting spot a few minutes early. Buses are often on very tight timelines. Be sure you know when and where to meet the rest of your group at the end of the visit.
7. Teachers and field trip chaperones must be readily available, be mindful of safety concerns, and **respond to students' needs.**
8. It is not acceptable for outside work or reading to be completed while you are supervising students.
9. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that

students do not get involved in any extra activities not pre-approved by the classroom teacher or the organizing teacher. While you are responsible for student behavior as a chaperone, it is the responsibility of the teacher to discipline a student.

10. Please do not use cell phones while on the field trip. Business or personal conversations are not considered appropriate during the duration of the trip.
11. Eating and drinking are not permitted outside of designated areas and predetermined times.
12. Siblings may not participate in a school sponsored field trip unless prior written permission is granted by the teacher. (Young children can easily distract you from your primary responsibility of supervising your group of students.)
13. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, and where your cell phone is. Keep the cell phone contact number of the classroom teacher/organizing teacher and other field trip chaperones available.
14. Teachers and field trip chaperones need to be aware of any medical conditions/allergies etc. of any children assigned to them.
15. Students should never be left unattended. Students may go to public restrooms in groups accompanied by their teacher/field trip chaperone. Please be aware of any adults who appear to be lingering around your area and/or who might access the restrooms when your students are utilizing them.
16. Please do not purchase items or provide opportunities that are not offered to all students in the class or pre-approved by the classroom teacher/organizing teacher.
17. Teachers and field trip chaperones must ride with students.
18. For the protection of both the student and the teacher/field trip chaperone, chaperones should not place themselves in situations in which they are alone with a student.
19. Teachers and field trip chaperones must dress appropriately for the school trip.
20. Teachers and field trip chaperones should use appropriate language.
21. Teachers and field trip chaperones shall not provide any prescription or over the counter medications to students.
22. Treat all children for whom you are responsible fairly and equally.
23. Report any accidents or problems to the classroom teacher or organizing teacher immediately.
24. Teachers and field trip chaperones must inform the organizing teacher of any condition that may affect his/her ability to perform their assigned duties.

- 25. Teachers and field trip chaperones may not deviate from the established itinerary and group. Teachers and field trip chaperones are not to leave students to go on other excursions (movies, shopping, dinner, etc.) during the field trip.
- 26. Always ask the classroom teacher or organizing teacher when you are unsure of anything or any situation during the field trip. It is important that teachers and field trip chaperones understand expectations and communicate needs or concerns to the organizing teacher.

For overnight field trips:

- 27. Teachers/field trip chaperones must not share rooms with individual students where no parent/guardian relationship exists.
- 28. Room checks and the taping of the doors and initialing of the tape for overnight monitoring will take place and will be supervised by the organizing teacher.
- 29. Provisions must be made for hallway monitoring for overnight.
- 30. Teacher and field trip chaperone room numbers will be provided to students in case of emergency.

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As a teacher or field trip chaperone I understand that my duties and responsibilities are first to the safety and welfare of the students for whom I am in charge. I will take prudent measures to ensure the safety of **our students. I acknowledge that I have received the “Guidelines for Teachers and Field Trip Chaperones”**, have read these guidelines, and agree to comply with the guidelines.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

In the event that I have a personal emergency while participating in the field trip, please contact:

Printed Name	Relationship	Daytime Phone
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