

**FIELD TRIPS**

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Only trips which are directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip sponsored by the Henry County Board of Education. A field trip will be approved by the Superintendent or his/her designee only when related to the instructional program of the school and for which a lesson plan has been developed. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

- I. A field trip for one (1) calendar day shall be limited to a radius of two hundred fifty (250) miles from the school unless otherwise approved by the Board.
- II. Overnight trips must be approved by the Board.
- III. Transportation costs of field trips shall be paid from the school's base budget or from internal accounts. Educational field trips shall not be of a prohibitive cost to the students.
- IV. The parent/guardian shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the time of return to the school. Any student making a trip shall present a note from his/her parent/guardian giving permission for the student to make the trip. All documents needed in case of emergency should be provided before the trip and should be in the possession of the Henry County Board of Education employee in charge of the field trip. Medication administration procedures shall be followed in accordance with established medication disbursement guidelines. Trip insurance shall be in force for each approved trip.
- V. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Henry County 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:
  - A. 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

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or designee with the teacher/sponsor preparing the field trip request form for approval by the principal.

- B. At least one teacher or administrator must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
- C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperone by the field trip sponsor and approved by the school principal.
- D. 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.
- E. Only adult drivers with an active school bus driver certificate 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).
- F. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Director of Transportation.
- G. 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.
- I. 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:
  - A. 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 passenger capacity(ies) not to exceed the number of approved seat belts to transport the student or student group on such trips.

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- B. Students going on the field trip, excursion, or interscholastic activity present signed parental permission forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.
- C. Said vehicle is owned and/or operated by a member of the professional staff of the School System or an approved licensed driver.
- D. The trip is covered by the Board's liability insurance or other approved liability insurance.

#### **REFERENCES:**

**CODE OF ALABAMA  
16-8-8, AAC §290-1-4-.01**

#### **HISTORY:**

**ADOPTED: JANUARY 16, 1997  
REVISED: OCTOBER 11, 2007; JULY 18, 2013; \_\_\_\_\_  
FORMERLY: IFCB**