



Marietta
city schools

Administrative Guidelines

Department: Operations

Policy: IFCB

Topic: Field Trips and Excursions

Revised: July 2019

PROCEDURE

TABLE OF CONTENTS

The Board of Education of the City of Marietta	3
Updates and Revisions	4
Field Trip Costs	4
1. GENERAL	5
2. ONE DAY FIELD TRIPS WITHIN THE STATE OF GEORGIA	6
3. ONE DAY IN-STATE FIELD TRIPS BEYOND 75-MILE RADIUS, AND OUT OF STATE FIELD TRIPS	6
4. OVERNIGHT FIELD TRIPS AND OUT OF COUNTRY FIELD TRIPS	8
5. CHAPERONES	8
6. GHSA RULES ON FIELD TRIPS	9
7. TRANSPORTATION	9
(a) Use of District School Buses	9
(b) Use of Private/Charter Buses to Transport System Students	11
(c) Privately-owned Passenger Vehicles	11
(d) Water Travel	12
8. PROVIDING FOOD ON FIELD TRIPS	12
9. STUDENT MEDICAL NEEDS/504 ACCOMMODATIONS	13
10. MEDICATION PROCEDURES	13
11. OVERNIGHT FIELD TRIPS - HOUSING	13
12. TRAVEL AGENCIES	14
13. FIELD TRIPS INVOLVING MULTIPLE MCS SCHOOLS	14
14. FIELD TRIP DEPOSITS	14
15. COSTS	15
16. REQUIRED FIELD TRIP PAPERWORK GENERAL INFORMATION	15
17. REQUIRED FIELD TRIP FORMS	15
18. FIELD TRIP FORMS DESCRIPTION AND USAGE	16
(a) FIELD TRIP AUTHORIZATION FORM (EXHIBIT 1)	16
(b) TRANSPORTATION REQUESTS	16
(c) SCHOOL ACTIVITIES CONSENT FORM (EXHIBIT 2)	16
(d) FIELD TRIP ITINERARY (EXHIBIT 3)	16
(e) FIELD TRIP INFORMATION CHECKLIST (EXHIBIT 4)	16
19. USING "SCHOOLDUDE TRIP DIRECT" TO REQUEST A FIELD TRIP	16
Exhibit 1 – Field Trip Authorization Form ("SchoolDude Trip Direct")	18
Exhibit 2 – School Activities Consent Form	21
Exhibit 3 – Field Trip Itinerary (Example)	22
Exhibit 4 – Field Trip Information Checklist	24

The Board of Education of the City of Marietta

Policy IFCB: Field Trips and Excursions Including Extended Trips

Field trips may be taken as an extension of regular classroom experiences. Students participating in field trips must provide written permission from parents/guardians for such participation, and they must observe the same rules of conduct as prescribed for regular classroom activities. Teachers and other school personnel shall be responsible for planning and supervising field trips to assure that they address instructional objectives. Planning should include both preliminary and follow-up activities. The Board shall not be responsible for any injury or loss of property resulting from a student's participation in a field trip activity.

The Board recognizes the desirability of certain extended trips which provide instructional and educational experiences. Field trip destinations of 75 miles or more and extended trips (including destinations for school sponsored domestic and foreign exchange programs) must be approved by the Board with the exception of regional and state athletic events, literary events, band and music festivals sanctioned by the Georgia High School Association and/or the Georgia Music Educators Association.

Fees will not be required of students for field trips or activities related to a state-funded course as a condition of full participation or credit in the course. However, fees may be charged for a course-related enhancement or enrichment activity provided the activity is outside the school day and/or does not affect credit in the course.

Adopted: January 16, 1996

Last Revised: January 21, 2014

State Reference Description

O.C.G.A 20-02-0072	Code of ethics for local board of education members
O.C.G.A 20-02-0188	Student transportation
O.C.G.A 20-02-0411	School fund kept separate; use of funds; separation of school taxes; investments
O.C.G.A 20-02-1074	Transportation for elderly, disabled persons and 4H activities
O.C.G.A 20-02-1075	Use of school buses for recreational or educational activities
O.C.G.A 20-2-0074	Solicit and accept donations for educational purposes
Rule 160-5-1-.02	School Day and School Year for Students and Employees
Rule 160-5-3-.04	School Bus Insurance

Updates and Revisions

Field Trip Costs

Beginning with the 2019-2020 school year:

\$ 3.90 / mile (vehicle)

\$ 25 / hour (salary)

Explanation of bus rates and charges:

- per mile charge includes cost of operating the bus based on the GADOE Extended Mileage Chart
- per hour charge includes the cost of driver salary and wages based on MCS Bus Driver salary schedule.
 - minimum two hour charge per trip
 - daily maximum eight hours (drive time only during overnight trips)

Updates

This procedure replaces AB #2

Field trips provide a valuable educational benefit. However, off-site situations can expose students to hazards that are not present in the normal school environment. As a result, it is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized. Appropriate waivers must also be received for all student participants.

The purposes of these guidelines are to help ensure the safety of all students, staff and volunteers, and to help reduce the district's liabilities by effectively eliminating and/or reducing loss exposures and risks.

1. GENERAL

- (a) Field trip definition - A "field trip" occurs when students leave school grounds for an educational purpose. It is a student trip or excursion for the purpose of curriculum - related study (part of the classroom educational experience), Georgia High School Association (GHSA) interscholastic athletics, co-curricular activities, outdoor education, or part of a school-sponsored club.
- (b) All proposed field trips must be first reviewed and approved by the affected principal(s) (designee).
- (c) Overnight, out of state trips, and trips meeting conditions of Board Policy IFCB must be approved by the Board of Education of the City of Marietta.
- (d) All students participating in a school/district sponsored field trip must provide, in advance, a School Activities Consent Form from their parents to the designated staff member on a form provided by the district. All forms will be collected and turned into the principal/designee. The term "parent" is interpreted to refer to the enrolling adult, either or both parents, a legal guardian, or to any other person having control or charge of the student.
- (e) Any information intended for parents and students on a district-approved field trip must be printed on school letterhead.
- (f) The use of any official Board of Education or individual school stationery to promote a non-district approved field trip is prohibited.
- (g) The parents of all K-12 students planning to go on overnight trips will be advised that their son and/or daughter should be properly insured. They should be urged to provide "24 hour" or "around-the-clock" insurance (available through the currently authorized student accident insurer or their own agent) to cover their son and/or daughter. It shall be made clear to all parents that "at school" Student Accident Insurance will not cover overnight field trips under any circumstances. Further, a School Activities Consent Form signed by the parent must be on file at the school for each K-12 student in order for him/her to make the trip.
- (h) On all overnight field trips, a list of all participating students and chaperones, dates of departure and return, itinerary and mode of travel

must be submitted to Central Office designee at least one (1) week prior to departure.

- (i) Only authorized students, staff, chaperones, and drivers will participate in field trips. Family members of authorized students, staff, chaperones, and drivers that are not approved chaperones are prohibited from attending the field trip unless authorized by special permission of the superintendent and/or designee.
- (j) Students may be denied the privilege of participating in field trips, social and/or extracurricular activities if said student(s) have been disruptive, violate the student code of conduct or fail to conform to school rules and regulations. The final decision on whether or not the student may participate will be made by the principal with a review of documentation and consultation with the affected staff.
- (k) The State Department of Education (GADOE) allows students to be counted present for up to ten (10) non-instructional (pep-rallies, school pictures, field trips, etc.) days per year. Field trips may be instructional in some classes and not in others (Example: Math field trips will be non-instructional in the English class). Any student exceeding the ten non-instructional days will be counted absent for the additional days. The principal may waive these provisions based on their determination.

2. ONE DAY FIELD TRIPS WITHIN THE STATE OF GEORGIA

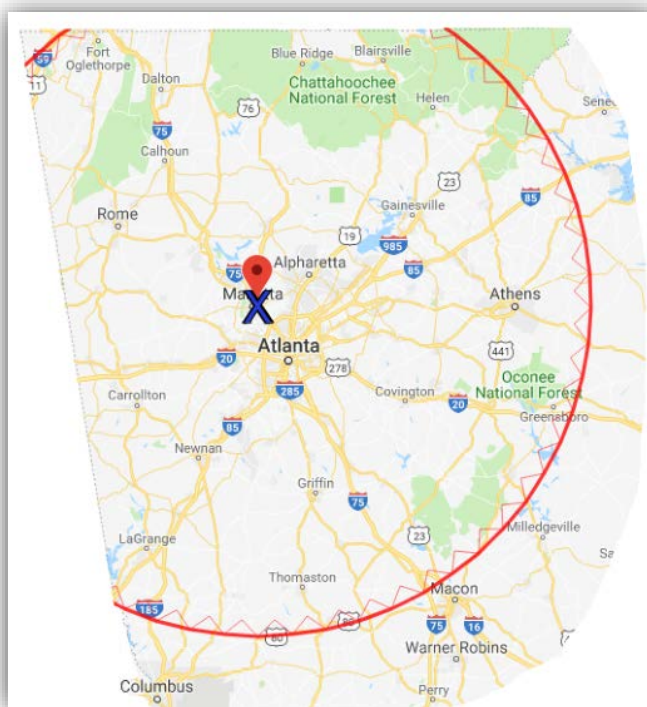
- (a) Student trips which are necessary to the fulfillment of obligations to the interscholastic athletic and other interscholastic activity program(s), and which do not seriously interfere with the educational routine of students and who must remain in school will be permitted with approval of the principal/designee.
- (b) Teachers planning local field trips will:
 - i. Schedule each trip with the school principal (designee), specifying the destination, the method of transportation and the period of absence from school. The principal (designee) must approve the trip in "SchoolDude".
 - ii. Complete all necessary arrangements with the organization, firm, and/or owner of the property to be visited.
 - iii. Make provisions for proper supervision. Parents may be permitted to assist as chaperones. Two adults are recommended as a minimum for a field trip, one of whom must be the teacher in charge of the class. See Section 5 for recommended student:chaperone ratios.

3. ONE DAY IN-STATE FIELD TRIPS BEYOND 75-MILE RADIUS, AND OUT OF STATE FIELD TRIPS

- (a) Follow the same rules as listed in Section 2 above. The principal will send the superintendent and/or designee notification and information about all such out-of-state field trips prior to the event. The superintendent and/or designee and Board of Education must approve

such trips in advance. The minimum required number of chaperones will be the same as those listed in Section 5 below.

- (b) Field trips with destinations outside the State of Georgia must be submitted a minimum of 30 days in advance, or with the maximum amount of notice available, in order to be approved at the monthly Board of Education meeting. In exceptional circumstances when 30-day notice is not possible, the maximum amount of notice possible must be given. Such requests must be reviewed accordingly on a case-by-case basis.
- (c) Field trips beyond 75 miles in the State of Georgia, whether one day or overnight, that meet the requirements of Board Policy IFCB will require approval by the superintendent/designee and Board of Education of the City of Marietta.
- (d) Refer to figure Map 1 as a reference to locations in Georgia that extend beyond 75 miles.
- (e) Field trips with destinations outside the State of Georgia, regardless of distance, must be submitted a minimum of 30 days in advance in order to be approved at the monthly Board of Education meeting. In exceptional circumstances when 30-day notice is not possible, the maximum amount of notice possible must be given. Such requests will be reviewed on a case-by-case basis.



Map 1

4. OVERNIGHT FIELD TRIPS AND OUT OF COUNTRY FIELD TRIPS

- (a) The principal of a school shall be contacted before the teacher or sponsor begins to discuss any overnight student field trip with students, parents or the community. With the principal's preliminary approval, a detailed plan of the projected trip, its objectives, the number of chaperones required, and cost(s) should be presented to the superintendent and/or designee for approval before it is discussed with students, parents or community.
- (b) Any trip outside of the United States also must have the approval of the superintendent and/or designee and the Board of Education of the City of Marietta. A cover letter indicating the principal's approval of the out of country trip and having his/her signature shall accompany this presentation. Once the trip has all of the necessary approvals, the teacher or sponsor shall proceed with the necessary arrangements as outlined for local trips.
- (c) Overnight field trips must be submitted a minimum of 30 days in advance of the trip in order to be approved at the monthly Board of Education meeting. In exceptional circumstances when 30-day notice is not possible, the maximum amount of notice possible must be given. Such requests will be reviewed accordingly on a case-by-case basis.
- (d) Out-of-Country field trips must be submitted a minimum of one calendar year in advance, and are subject to cancellation any time after approval by the superintendent and/or designee based on world conditions and travel advisories.

5. CHAPERONES

- (a) When the student group contains male and female participants, there shall be at least one male and one female chaperone. On all such overnight, out-of-state, and one day field trips, it is recommended K-12 students will be accompanied by chaperones using the following guideline:
 - i. 10 students or fewer - 2 chaperones
 - ii. 11 to 20 students - 3 chaperones
 - iii. 21 to 30 students - 4 chaperones
 - iv. One additional chaperone for every additional ten students or major portion thereof.
- (b) In considering chaperones, the principal may wish to provide a school resource officer (SRO) to attend where there appears to be a need for this service. Costs will be the responsibility of the school or requesting organization.
- (c) In considering the number of chaperones, the principal may wish to consider the length of the trip, nature and liability of the activities, the amount of students attending, the number of males and females attending the trip, the age of the students attending, special needs of the students and chaperones attending, and any other circumstances that would increase or decrease the number of chaperones for the trip.

- (d) In all instances, at least one of the chaperones must be a certified member of the school staff, preferably on the administrative level, or be the officially assigned principal's designee.
- (e) Whenever appropriate, it is recommended that one of these chaperones be a registered nurse.
- (f) All chaperones must be over the age of 22.
- (g) All chaperones for overnight trips must have a background check to include fingerprinting. The costs for fingerprinting are the responsibility of the individual chaperone.

6. GHSA RULES ON FIELD TRIPS

- (a) For secondary schools, regulations of the Georgia High School Association (GHSA) pertaining to the limit on the number of students allowed to attend specific meetings and the ratio of chaperones shall be adhered to in accordance with the rules established by the GHSA. (Also see Annual GHSA Calendar)
- (b) Georgia High School Association's rules shall apply for all interscholastic sports and similar organizations as come under the jurisdiction of the Georgia High School Association's rules.

7. TRANSPORTATION

(a) Use of District School Buses

- i. The use of district school buses is the preferred method of transporting students on field trips.
- ii. School transportation vehicles may be made available for all trips sponsored in compliance with provisions of this procedure.
- iii. School buses may be used for school activity trips provided approval has been obtained from the principal.
- iv. The principal of the school may apply to and be granted permission by the Transportation Department for the use of school buses providing:
 - 1. The use of buses for the school activity field trips shall not interfere with regular bus schedules.
 - 2. The use of school buses is generally confined to the State of Georgia. However, this restriction may be waived when a student(s) who is participating in the field trip is wheel chair dependent and requires special transportation equipment. In such cases, the Director of Transportation may assign a specially equipped system bus for a trip outside the prescribed area.
 - 3. In rare cases, and where liability permits, the use of a school bus may be extended within a limit of a 300-mile radius from Marietta. (See Map 2).



- v. Expenses for use of school buses for such activities or trips will be paid by the sponsoring school or organization with rates to be determined by district regulation. All MCS employees shall be compensated in accordance with applicable laws and policy regarding wages.

Explanation of bus rates and charges:

- per mile charge includes cost of operating the bus based on the GADOE Extended Mileage Chart

- per hour charge includes the cost of driver salary and wages based on MCS Bus Driver salary schedule.
 - minimum two hour charge per trip
 - daily maximum eight hours (drive time only during overnight trips)
- vi. Sponsoring school organizations, under the direction of the school principal, will be responsible for the general conduct of students while riding on school buses or other vehicles.
- vii. Application for use of school buses for the aforementioned purposes must be made to the Director of Transportation not later than fourteen (14) business days prior to the date of the anticipated trip. In exceptional circumstances when 14-day notice is not possible, the maximum amount of notice possible must be given. Such requests will be reviewed accordingly on a case-by-case basis. Requests for field trips and transportation are available through “SchoolDude Trip Direct”.
- viii. A list of students for each bus shall be provided to the driver immediately prior to each trip.

(b) Use of Private/Charter Buses to Transport System Students

- i. Secondary transportation preference would be an approved Georgia Department of Public Safety carrier. Please contact the Director of transportation for a listing of approved charter and limousine services.
- ii. Schools may use private school bus companies to transport students to school sponsored functions based on the following criteria:
 1. Transportation is needed during hours School Board vehicles are not available, or for trips that are outside of the prescribed area.
 2. Private school bus companies must meet all requirements of Georgia Statutes and State of Georgia Board of Education Administrative Rules.
 3. When buses other than those commonly known as school buses are used, the bus service must be approved by the Georgia Department of Public Safety.
 4. The Director of Transportation maintains a list of pre-approved private school bus carriers.

(c) Privately-owned Passenger Vehicles

- i. The use of school buses is the preferred method of transporting students on field trips.
- ii. The second preference would be an approved Georgia Department of Public Safety carrier. Please contact the Director of Transportation for a listing of approved charter and limousine services.

1. Transportation via privately owned passenger cars may be permitted by principal permission. To apply for principal permission, evidence must be submitted that the vehicle has been insured for bodily injury and property liability damage limits as defined by Georgia Statute(s), and as subsequently amended, and is operated by a licensed driver. These conditions are to be certified by the owner of the vehicle and kept on file at the school. This method is intended for very small groups of students where departure and arrival originate from and to home and not the school.
2. When parents and students volunteer to drive their own vehicle on school system business such as sporting events or other school activities, the District does not provide liability insurance nor medical insurance coverage for the volunteer or any passengers. Should the volunteer be involved in an accident, the volunteer is the liable party.
3. If an employee uses his/her own vehicle for school system business, the District policy provides coverage for the employee only. The employee's own automobile insurance policy provides primary insurance coverage and the school system's policy provides secondary coverage should the employee's policy limits be exhausted and if the school district is liable. The employee's own policy is expected to cover other passengers.
4. The use of 10-15 passenger non-conforming vans is strictly prohibited for transporting students to school related activities.
5. Buses are the preferred mode of transportation, however, vehicles designed to transport up to 9-passengers (such as SUV's and mini-vans) are permitted on a limited basis.

(d) Water Travel

- i. Where water travel is being considered for a field trip, vessels must be inspected and approved by the U.S. Coast Guard or other responsible government agency for the type of water travel being considered. A vessel license or certification indicating such approval should be kept on file in the field trip record.

8. PROVIDING FOOD ON FIELD TRIPS

Be sure to specify how food and drink will be provided in the Field Trip Description with Itinerary and/or the Parent/Guardian School Activities Consent Form. If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:

- (a) Brought from home by the students - For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.
- (b) Provided by the school and taken on the trip - Make arrangements in conjunction with school nutrition services/cafeteria manager. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements.
- (c) Provided by the facility the group is visiting or cooked by the group at the facility - Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements.
- (d) Provided by stopping at restaurants - If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

9. STUDENT MEDICAL NEEDS/504 ACCOMMODATIONS

- (a) Determine specific student medical needs, including allergies, and how to accommodate these needs. Determine how to accommodate specific needs of high-risk students and students with a 504 Plan throughout all phases of the field trip. Appropriately trained staff should be included as chaperones on a trip if necessary to provide reasonable accommodations.

10. MEDICATION PROCEDURES

- (a) Contact the building nurse well before the scheduled field trip to conform to school district policy and procedures on administration of oral medications. Ensure that the district Medical Authorization Form is completed by parents/guardians. Take this form on the field trip. If any student is to receive medication, give a copy of this form to the person designated to administer the medications.

11. OVERNIGHT FIELD TRIPS - HOUSING

- (a) Arrangements - Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure chaperones and room assignments are gender specific, and roommates are close in age.
- (b) Supervision - Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip. If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.

- (c) Inspection - If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.
- (d) Providing information to parents/guardians - Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the Field Trip Description with Itinerary and/or the School Activities Consent Form.

12. TRAVEL AGENCIES

It is understood the use of a travel agency for certain trips (overnight, out of state, out of country) is helpful. If a packaged trip is planned by a school, a bid from the travel agency must be used and attached to the field trip approval form. If the arrangements made with a travel agency use buses as the transportation mode, and the bus transportation originates in the county, the bus company used **MUST** be one of the system's approved Outside Bus Vendors from the approved Outside Bus Vendors list (see 7(b)).

13. FIELD TRIPS INVOLVING MULTIPLE MCS SCHOOLS

From time to time, it may be necessary for schools to combine their resources and students in order to sponsor a field trip to such destinations as Washington, DC; New York City, etc. When this situation occurs, the following procedures are to be adhered to:

- (a) The host school making the arrangements **MUST** provide the other schools involved with copies of all the trip information (quotations for transportation, reservations, etc.).
- (b) Approved individual school Field Trip Authorizations will be maintained in SchoolDude Trip Direct database.
- (c) School Activities Consent Forms (Parent Permission Slips); Professional Leave Forms (if applicable) and all other required forms will be maintained at individual schools
- (d) Collections from the students participating in the field trip are to be made at their home school.
- (e) The Host School Bookkeeper will bill each participating school for their share of the expenses.
- (f) After all student collections have been made, the bookkeeper at each individual school will write a check for their share of the expenses to the host school for the total of their collections.
- (g) The host school issues the checks to pay for the trip.
- (h) The host school will provide copies of all invoices to each participating school for their records.

14. FIELD TRIP DEPOSITS

Schools should not be paying for services in advance of receiving the services; however, if the quotation or contract indicates a deposit or deposits are required, then the school may abide by the quote or contract stipulations.

Billing can be on an as needed basis to cover purchases being made by travel agencies (i.e. billing to cover the cost of purchasing tickets if school obtains confirmation number; same procedure with hotels).

15. COSTS

Field trip costs may include entrance fees, transportation, food, lodging and any other expenses required for the trip. Costs for teachers/chaperones/bus drivers accompanying the students may be included in the total cost of the trip paid by the students. Field trip costs will be divided among all students participating. Arrangements/costs for meals should be conveyed to students/drivers/chaperones and the appropriate cafeteria manager.

16. REQUIRED FIELD TRIP PAPERWORK GENERAL INFORMATION

It is strongly recommended each school develop a Field Trip Packet of information to be distributed to staff when planning field trips. The field trip information packet should contain all forms and information needed by a teacher or team leader to schedule, obtain approval, make arrangements, collect money, take the trip and turn in the proper paperwork. In addition, the packet should include the specific school's requirements with regards to:

- Time required to schedule a field trip
- Who calculates the cost of the trip
- Who arranges for transportation
- Provisions made for students not paying/going
- Deadline for accepting field trip payments

17. REQUIRED FIELD TRIP FORMS

This procedure contains the forms and information **REQUIRED** to be retained for audit. Each school is encouraged to incorporate their specific needs and requirements in addition to the following required forms:

- (a) Field Trip Request Form (Found on "SchoolDude Trip Direct")
- (b) Professional Leave Forms
- (c) Transportation Arrangements
 - I. School Board Bus Request (found on SchoolDude Trip Request Form)
 - II. Outside Vendor Bus Quote Sheet
 - III. Private Car (used in pre-approved special circumstances only)
 - a. Adult Volunteer Driver Authorization Form, Copy of Driver's Insurance Card and Copy of Driver's License
 - b. Student Vehicle Authorization Form, Copy of Driver's Insurance Card and Copy of Driver's License
- (d) School Activities Consent Form (commonly known as a Parent Permission Slip)
- (e) List of Names of Students/Chaperones

The forms listed above are audit requirements. It is further recommended all field trip forms be retained for auditing in a file folder with a **FIELD TRIP INFORMATION CHECKLIST** (Exhibit 5) stapled on the front of the envelope or as the first page in the file folder. Schools may also choose to scan the

original documents for electronic storage which must be retained until end-of-school year (Reference: Local Government Records Retention Schedule)

18. FIELD TRIP FORMS DESCRIPTION AND USAGE

(a) FIELD TRIP AUTHORIZATION FORM (EXHIBIT 1)

The Field Trip Request Form is to be filled out electronically on the “SchoolDude Trip Direct” program for ALL field trips. The Board of Education of the City of Marietta approval is required for overnight trips, out of state/country trips, and other trips meeting the criteria of Board Policy IFCB after the school principal and Superintendent and/or designee have each approved the field trip request.

(b) TRANSPORTATION REQUESTS

1. SCHOOL BOARD BUS REQUEST (Indicate on Field Trip Request Form via SchoolDude)
2. OUTSIDE VENDOR BUS REQUEST (Indicate on Field Trip Request Form via SchoolDude)

(c) SCHOOL ACTIVITIES CONSENT FORM (EXHIBIT 2)

The Field Trip School Activities Consent Form (Parent Permission Form) are generic throughout the system. An original, signed Field Trip School Activities Consent Form should be at the school for each child participating in the trip. This form must be retained for audit. Copies are to be taken on the trip. (These forms can be scanned and used on an electronic device.)

(d) FIELD TRIP ITINERARY (EXHIBIT 3)

This list should contain the names of persons (students/chaperones) participating in the field trip, where the field trip is going, date, time(s), and other general information. This list is to be presented to the Marietta City Schools’ bus driver before the bus leaves the school. In addition, this list should be kept on file at the school which, upon request, can be forwarded to the superintendent and/or designee at the central office, seven (7) working days in advance of trips which are overnight, water-related, out of state or out of country.

(e) FIELD TRIP INFORMATION CHECKLIST (EXHIBIT 4)

It is strongly recommended each school develop their own Field Trip Checklist. The checklist will ensure all paperwork required for a field trip has been completed and is available for audit. In addition, it aids teachers in knowing what paperwork must be completed. It is further recommended the checklist be stapled to a letter size file folder or placed as the first page in a field trip folder. The field trip documents should be secured for safekeeping. Electronic storage of these records is permissible.

19. USING “SCHOOLDUDE TRIP DIRECT” TO REQUEST A FIELD TRIP

- (a) Enter information about the field trip that you are requesting, making sure to fill in all required fields. When you’ve completed the information portion, click Send.

- i. If a clerical assistant is submitting the form on behalf of the principal (designee), the name of the approving principal (designee) should be placed in the notes section of the form using the phrase: *“Approved and submitted on behalf of (principal/designee name)”*
- (b) Field trips must be entered into “SchoolDude Trip Direct” 30 school days prior to the departure date of the trip or the maximum notification available. In exceptional circumstances when 30-day notice is not possible, the maximum amount of notice possible must be given. Such requests will be reviewed accordingly on a case-by-case basis.
- (c) No Changes or Cancellations can be made within “SchoolDude Trip Direct” to any field trip once it has been approved. The School Principal or designee must contact the Transportation Department by E-Mail not less than 36 hours prior to departure to arrange any changes or cancel a field trip. The Transportation Department will make reasonable efforts to accommodate requested changes to transportation requests but will not guarantee requested transportation changes to a field trip after it has been approved.
- (d) The status of a field trip request will be available through the sender’s and approver’s email. Once a field trip is approved/denied by the Superintendent and/or designee, the field trip will be archived and available in the database.
- (e) The Transportation Department is not responsible for field trip submission or campus level approval.
- (f) The Transportation Department will make every effort to notify campuses of field trips submitted and not approved by the approving authority.
- (g) Accessing “SchoolDude Trip Direct”:

Exhibit 1 – Field Trip Authorization Form (“SchoolDude Trip Direct”)

Site Administrator Login and Home Page

How to Log in

- Go to td.schooldude.com. Bookmark this page or create a shortcut on your desktop to make it easy to come back to this page later.
- On the Account Login screen, enter your **Login Name** and your **Password**.
- Make sure that **TripDirect** is selected in the Go To box.
- Click **Sign In**.
- If you have forgotten your login information, click the **Forgot Password?** link under the Sign In button. Enter your email address and click **Submit**. We will send you an email with instructions to reset your password.

Site Administrator Home Page

Here are some highlighted sections of the Site Administrator Home page:

My Account

- From the **Application Links** drop down box, you can select a SchoolDude application from the list to jump between the different programs to which you have access.
- Click the **Logout** link to exit the system.
- Click on the **My Account** link to go to your personal information page, where you can change your password or update your information.
- The **Help** link provides links to help documentation.



Home Page Banner

- The tabs at the top of the screen help you navigate to important areas of the application.
 - **Home** - takes you to the TripDirect home page.
 - **Calendar** - where you can view a calendar of upcoming trips.
 - **New Trip Request** - where you can create new trip requests.
 - **My Account** - your personal information page, where you can change your password or update your information.

(Initial Screenshot)



Home Calendar **New Trip Request** Account Setup

Search For:
Advanced Search | Help

Trip Request Shortcut

Account Setup	Add New Trip	Booking Details	Attendees
Categorization	Required Services	Scheduled Stops	Costs
Transportation Information	Approvals	Print Trip Details	

Quick Links

- Trip List
- Process

Legend: Indicates required information.

Booked By

First Name

Erick

Phone

Last Name

Hofstetter

Pager

Email

ehofstetter@marietta-city.k12

Cellular

Booking Details

Trip ID New

Status

[Back to Top](#)

- Notify Booked By
- Notify Contact
- Notify Driver

Created Date

Trip State

Trip Name

Trip Destination

Trip Package [View Trip Package](#)

Departing Location

Organization

One Way Round Trip

Departure Date

Driver Departure Time

Trip Departure Time

Participant Drop Off Time

Destination Arrival Date

Destination Arrival Time

Driver Start Location

Participant Drop Off Location

Return Date

Driver Return Time

Trip Return Time

Participant Pick Up Time

Destination Departure Date

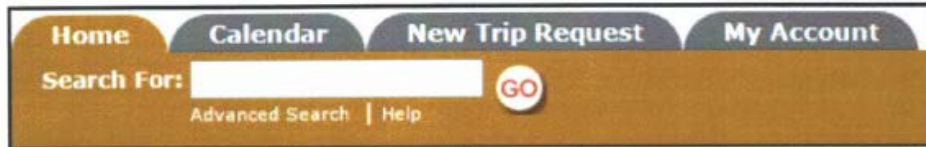
Destination Departure Time

Driver End Location

Participant Pick Up Location

Note: One-way trips without a defined destination arrival date and time will not be calculated into the driver's weekly hours booked.

- The **Search For** box under the Home tab can be used to find specific trip requests. Enter an Trip ID or keyword to search for items.
- The **Advanced Search** link takes you to a more advanced search form where you can select multiple criteria to find trip requests, drivers, or vehicles.



Trip Requests

- The Trip Requests section of your home page provides an overview of the trips requests pertaining to your assigned Location(s). You can access trips waiting for your approval by clicking the number under the **Waiting for Approval** label.

Trip Requests

Waiting Your Approval
1

Waiting Your Estimate
0

Period
All ▾

Trips

- 2 Submitted
- 4 Approved
- 3 Active
- 1 Inactive
- 0 Closed
- 0 Pending
- 0 Canceled
- 0 Declined
- 0 Duplicated
- 0 Estimate Requested
- 0 Estimate Pending
- 1 Estimate Complete

Trips

Active Trips

- 0 In Progress
- 0 Today
- 0 This Week
- 2 Completed

Actual Costs

This Month: \$0.00

Last Month: \$0.00

- Estimate Complete
- Approved
- Submitted

Exhibit 2 – School Activities Consent Form

Marietta City Schools School Activities Consent Form

This is to certify that my child, _____, a student at _____ School, has my permission to participate in the following organized, school sponsored activity/activities.

<i>Activity</i>	<i>Date</i>	<i>Mode of Transportation*</i>	<i>Sponsor</i>

I acknowledge that Marietta City Schools, including its local schools, school officials, officers, employees, volunteers, or agents, and the Marietta Board of Education and its members, will not be liable or responsible for any damage, injury, or loss, including but not limited to medical or hospital costs, arising or resulting from injuries that might occur by participating in school-sponsored activities or in transportation to and from the place where school activities are conducted. All persons signing this form shall be deemed to have waived all claims against Marietta City Schools, including its local schools, school officials, officers, employees, volunteers, or agents, and against the Marietta Board of Education and its members, for any damage, injury, accident, illness, loss, or death occurring during or by reason of the school-sponsored activity/activities.

By signature hereon, parent/guardian acknowledges that the trip and its activity/activities may expose the student to potential harm, including injury or death. Parents or students who do not wish to accept the risks described herein should not sign this permission form.

Parent/Guardian Signature

Date

***In the event transportation is not being provided by the school district or parents/guardians want to make other transportation arrangements for their child, they must sign the form below if they wish the student to participate in the activity.**

Alternative Transportation Liability Form

The Marietta City Schools are not always able to provide transportation for students to off campus field trip, extra-curricular, or athletic activities. In cases when transportation is not provided by the school district, as in the use of a school bus or charter bus, it is the responsibility of the student's parent or guardian to secure their student's attendance at such activities.

Parents/guardians also have the right to elect to transport their child to and from field trip, extra-curricular, or athletic event destinations or make other arrangements for their student, under the following conditions: 1) such transportation does not interfere with the instructional purpose of the field trip/extra-curricular event and 2) such transportation does not conflict with transportation rules established by the field trip/extracurricular event sponsor/coach and approved by the principal.

Marietta City Schools, its local schools, school officials, officers, employees, or agents, as well as the Marietta Board of Education and its members, shall not be responsible for any injury or loss arising out of a student's transportation to or from the off campus activity when such transportation is provided by parents, students, or any other party. Your signature acknowledges your receipt of and understanding of this policy.

Student's Name (Print)

Activity

Date of Activity

Parent's/Guardian's Signature

Date

Exhibit 3 – Field Trip Itinerary (Example)

FIELD TRIP ITINERARY

Memorandum for: Record

Memorandum From: _____, Principal, _____
school

In Re: Field Trip Attendance and Itinerary

School:

Who (organization):

Where (location):

Why (purpose):

When: Depart: _____ Return: _____

Method of Travel:

Staff member in charge:

Student Participants (list names or attach roster):

- | | | |
|-----|-----|-----|
| 1. | 11. | 21. |
| 2. | 12. | 22. |
| 3. | 13. | 23. |
| 4. | 14. | 24. |
| 5. | 15. | 25. |
| 6. | 16. | 26. |
| 7. | 17. | 27. |
| 8. | 18. | 28. |
| 9. | 19. | 29. |
| 10. | 20. | 30. |

Chaperone Names (list names)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



Exhibit 4 – Field Trip Information Checklist

FIELD TRIP INFORMATION CHECKLIST

School: _____

Date(s):	Field trip to:	# of students participating:
Teacher/Coordinator:	Grade(s)/Organization:	Cost of Trip:

List all Teachers/Staff attending this Field Trip:

_____	_____
_____	_____
_____	_____
_____	_____

Field Trip Authorization submitted in "SchoolDude Trip Direct"® (Principal and Superintendent/Designee Approval Required)	
Field Trip Authorization: One Day, Overnight; Out-of-State; Out-of-Country; submitted on "SchoolDude Trip Direct"® (Principal, Superintendent and Board of Education Approval Required?)	
Transportation arranged:	
• School Buses	
• Outside Private Charter Buses	
• Private vehicle	
Professional Leave Forms (if required, each faculty member attending trip)	
Chaperones (if applicable, fingerprinting/background screening complete)	
School Activities Consent Forms collected	
Cafeteria notified for lunches (if applicable)	
SPED/504/Special Services notified (if applicable)	
School Nurse notified for medical needs/medications (if applicable)	
Student/Chaperones list of names and Itinerary attached to file	



Marietta
city schools

Notes/Comments: