LEE COUNTY SCHOOL SYSTEM

FIELD TRIP GUIDE

Purpose and Scope

Vision

The Lee County School System envisions field trips as meaningful extensions of classroom learning that ignite curiosity, deepen understanding, and foster real-world connections. Through well-planned and purposeful experiences, students are provided opportunities to explore, engage, and grow beyond the traditional school setting.

Purpose

Field trips are designed to:

- Enrich and reinforce curriculum objectives and academic standards
- Promote social, emotional, and cultural development
- Provide equitable access to diverse learning environments
- Support the development of responsible citizenship and lifelong learning

All field trips, including those involving out-of-state travel or overnight stays, shall be conducted in alignment with Board Policy IFCB and must receive appropriate levels of approval and oversight.

Desired Outcomes

- Ensure student safety, supervision, and equitable access at all times
- Foster stronger student engagement through experiential learning
- Strengthen connections between classroom instruction and real-world application
- Cultivate respectful behavior and responsibility in public settings
- Provide students with exposure to opportunities beyond their immediate community

Field Trip 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.

Definitions and Categories

Definitions

Field Trip:

Any school-sponsored journey by students and staff away from school grounds for the purpose of enhancing instructional objectives, student enrichment, or extracurricular activities.

Instructional Field Trip:

A trip directly tied to state standards, instructional content, or course objectives, typically planned by a teacher as part of the curriculum.

Extracurricular Field Trip:

A trip related to clubs, athletics, performing arts, or other school-sponsored student groups that is not directly tied to classroom instruction.

Overnight Trip:

Any trip requiring students and staff to remain away from home for one or more nights.

Out-of-State Trip:

Any field trip that takes place beyond Georgia state lines.

International Trip:

Any field trip that takes place outside the United States, subject to additional board approval and legal requirements.

Non-School Sponsored Trip:

A trip that may involve students and staff but is not authorized, funded, or supervised by the school system. These trips fall outside the scope of this manual and are not governed by its provisions.

Chaperone:

A responsible adult (employee or approved volunteer) designated to supervise students during a field trip.

Approved Volunteer:

An individual who has completed the district's volunteer application process, passed all required background checks, and received official authorization from the school or district to assist with student activities, including field trips.

Categories

Local and Regional Day Trips

- Approved by School Administration.
- Includes trips within the Lee County, Surrounding Counties, and/or Regional area.
- Must not require overnight accommodations.
- May include academic, performance, club-related, or athletic events.

Athletic, Competitive, Performance Events/Trips

- Approved through the school athletic department and/or principal.
- May include team travel to games, tournaments, competition, and/or performances.
- Must follow all GHSA guidelines and system transportation rules, whichever applies.
- May be instructional or performance-based.

Overnight or Out-of-State Trips

- Requires prior approval by the Superintendent and Board of Education
- Requires detailed planning, safety protocols, and justification
- May include academic, performance, club-related, or athletic events.

International trips

- Requires Superintendent and Board of Education Approval\
- Requires significant planning.
- Must follow all state, federal, and international travel regulations.
- May be arranged through a third-party educational organization.

Trip Planning and Approval Process

A field trip must be approved (see categories on pg. 5) 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.

Step-by-Step Approval Process

1. Initial Planning by Teacher/Sponsor
    a. Identify the purpose of the trip and the educational alignment.
    b. Verify potential dates, destination, and transportation needs
    c. Begin budgeting, fundraising (if needed), and chaperone planning.
2. Submission to Principal 2 Weeks Prior to the Trip
    a. Complete all required forms and submit to the building principal.
    b. Principal reviews for instructional value, educational alignment, safety, supervision, and scheduling conflicts.
    c. The principal may approve local/regional day trips (Does not include athletic, competitive, performance) or forward to the central office for further review.
3. District Level Approval (if applicable)
    a. Required for
        i. Overnight trips
        ii. Out of State Trips
        iii. International Trips
    b. Submit to the Senior Director of Leadership & Learning specific to the school requesting or designee for review of compliance, transportation, and liability.
4. Superintendent and Board of Education Approval
    a. Required for
        i. Overnight Trips
        ii. Out of State Trips
        iii. International Trips
    b. Must be submitted through with all information for the Board of Education agenda.

Overnight Trip: Additional Requirements

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 submitted electronically with the Request for Field Trip Approval. A final itinerary will be submitted to the Principal at least 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:

    a. Procedures in case of emergency situations with emergency meeting locations confirmed to be established.
    b. 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.
    c. 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.
        i. Provisions must be included in the plan for hallway monitoring for overnight.
        ii. The organizing teacher must remove the tape during the wake-up call and ensure that all students are accounted for.
3. Teacher and chaperone contact numbers and room numbers must be provided to students in case of emergency.
4. 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.
    a. The medication must be in the appropriate labeled prescription bottle.
    b. 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.
5. Contact number(s) for the hotel(s) for the time during the trip must be provided to the Principal prior to a field trip.
6. Policy will be established and enforced regarding no member of the opposite gender allowed in the room of the other gender.
7. Teachers must not share a hotel room with students other than when a parent or legal guardian to child relationship exists.
8. Chaperones must not share a hotel room with students other than when a parent or legal guardian to child relationship exists.
9. Long distance telephone services must be canceled in all rooms. Provisions must be made for room-to-room calling.
10. Pay-per-view television must be turned off in all rooms.
11. 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.

Required Forms and Documentation

1. Field Trip Request Form available and Submitted through Etrieve/Softdocs (includes learning objective or rationale) as of October 1, 2025.
2. Budget Plan (Request to Raise Funds) (including student cost and fundraising efforts)
3. Parent/Guardian Permission Form
4. Chaperone List and Agreement Forms
5. Transportation Request Form (if using district buses)

6. Student Roster with Emergency Contact Information
7. Overnight Health Information, Medication Guidelines, Authorization Forms (as applicable)
8. Sample Itinerary with supervision and contact details

Submission Deadlines

- Local/Regional Trips:
- Overnight Trips:
- Out of State Trips:
- International Trips:

Post-Trip Responsibilities

1. Within 2 school days;
2. Submit final student/chaperone attendance list to principal.
3. Report any incidents, accidents, or conduct concerns.
4. Follow district policy on any unused funds.

Scheduling Guidelines

Trip Date Restrictions

To minimize disruption to the instructional calendar and ensure academic priorities remain at the forefront:

- No field trips may be scheduled during state-mandated testing windows without prior approval from the Principal or District Office, including Georgia Milestones, GKIDS, ACCESS, and other district assessments.
- Field trips should be avoided during the first and last 10 days of the school year, unless approved by the Superintendent or designee.
- Trips during exam weeks, benchmark testing windows, or major school-wide events (e.g., graduation, promotion ceremonies) are discouraged.
- Trips requiring Board of Education approval (overnight, out-of-state, international) must be submitted in time to meet board agenda deadlines.

Time of Day Considerations

Field trips should be planned to minimize the loss of core instructional time.

1. When possible, schedule trips during non-core periods, early release days, or blocks of time that do not significantly impact essential academic instruction.
2. Teachers should ensure that students who miss classroom instruction due to field trips are provided make-up work and support to remain on track.
3. Departure and return times must be realistic and allow for adequate supervision and transportation logistics without extending into unauthorized hours (e.g., before bus arrival or long after dismissal).
    a. Day Trips Depart after 8:30 a.m. and return before 2:30 p.m.

Lunchroom

If the lunchroom is to prepare sack lunches, notify them according to school and district guidelines as soon as possible (at least 10 days in advance of the trip) as special lunch foods may need to be ordered.

Portable coolers should be secured to transport perishable items such as milk.

Limitation on Number of Trips per Group per Year

To maintain equity, minimize instructional disruptions, and ensure fair access to transportation and resources:

1. Grade levels, clubs, or departments should be limited to no more than two major instructional field trips per academic year, unless an exception is granted by the principal or district office.
2. Additional trips may be considered for:

- Competitive events (e.g., academic competitions, athletics)
    - Regularly scheduled games shall be set on before the season begins and only modified due to playoffs, weather, and approval of the Athletic Director and Principal.
- Performances or exhibitions tied to curriculum or club activities
- Reward or incentive-based trips with principal approval

3. The principal or designee is responsible for monitoring and balancing the overall number of trips per school to maintain fairness and instructional integrity.

Educational Alignment and Justification

Alignment with GSE or Extra Curricular Purpose

All field trips must be directly tied to instructional goals, academic standards, or the stated mission of a student organization or extracurricular program. Trips should enrich classroom learning, promote skill development, or provide exposure to opportunities that expand students' educational horizons.

Teachers must clearly identify how the trip connects to their course content, unit plan, or program objectives.
Examples of aligned trips include:

- Visits to historical sites in support of social studies standards
- Attendance at theater productions aligned with literature curriculum
- STEM-based trips to science museums, universities, or robotics competitions
- Career-oriented trips for CTAE or Work-Based Learning students
- Leadership conferences for student government or club officers

Academic Rationale

All trip requests must include a brief written explanation of the educational or developmental purpose of the trip. The rationale should:

1. Clearly state the learning objectives or student outcomes.
2. Describe how the trip enhances or extends instruction.
3. Explain how students will be prepared before the trip and debriefed afterward.
4. Address how participation supports the school or district's academic priorities.

Trip requests lacking a meaningful instructional or developmental purpose will not be approved.

Impact on Instructional Time

When planning trips, teachers and sponsors must minimize disruptions to the school day and loss of academic time.

1. Trips should not be scheduled during standardized testing windows, critical instructional units, or exam periods.
2. Efforts should be made to coordinate trips during non-core periods, early dismissal days, or non-instructional time when feasible.
3. Teachers are encouraged to provide students with makeup work in advance and ensure instructional continuity.
4. Instructional activities provided to students who do not attend a field trip should align with the same learning objectives and content as the field trip experience.

Priority for Equity and Access for All Students

The Lee County School System is committed to ensuring that no student is excluded from a field trip due to financial hardship, disability, or language barrier.

1. Schools and sponsors must provide accommodations for students with IEPs, 504 Plans, or medical needs.
2. Information and permission forms should be made available in families' preferred languages when possible.
3. Fundraising efforts or district assistance may be used to cover costs for students in need.
4. Participation should not be limited to only those who can pay or only high-performing students, unless the trip is tied to a competition or selective event.

Grade-Band Equity

Schools within the same grade band (e.g., both primary schools, both elementary schools, both middle schools) are expected to provide comparable field trip opportunities. The district will monitor for consistency to ensure all students receive similar enrichment experiences regardless of their school assignment.

All trips should reflect the district's commitment to equity, inclusion, and opportunity for every student.

Financial Considerations

Cost Estimates and Transparency

Trip sponsors are responsible for preparing a detailed budget for each proposed field trip. This includes:

1. Transportation costs (e.g., driver, mileage, food, district bus usage, charter rental)
2. Admission fees, meals, lodging (if applicable), and activity costs
3. Projected cost per student and per chaperone
4. Funding sources (e.g., school funds, parent contributions, fundraising)
    a. Request to Raise Funds Form

All financial expectations must be communicated clearly to families at the time of permission. No hidden costs should emerge after approval.

Equity and Financial Accessibility

No student shall be denied the opportunity to participate in a school-sponsored field trip due to financial hardship.

1. Schools may utilize general or activity funds, donations, or fundraising efforts to assist students in need.
2. Teachers and administrators must ensure that all eligible students have access to the trip, regardless of ability to pay.
3. Financial aid or payment plans may be offered on a case-by-case basis.
4. Field trips should not become a financial burden on families.

Fundraising Guidelines

If fundraising is used to offset the cost of a trip:

1. All fundraising activities must be pre-approved by the principal and conducted in accordance with district policy using the Request to Raise Funds Form.
2. Funds raised should benefit all participating students equally; individual fundraising accounts are discouraged.
3. All collected funds must be deposited and tracked through the school bookkeeper
4. Final fundraising balances must be transparent and reported to administration.

No staff member may personally handle or retain large sums of cash related to trip payments or fundraising.

Staff Compensation, Perks, or Incentives

Trip sponsors, teachers, or administrators may not receive personal gifts, free travel, or financial incentives from vendors, travel agencies, or organizations in exchange for booking or organizing student trips.

- Any complimentary travel offered (e.g., for teachers) must be disclosed and approved by the principal and/or district office.
    - Factors such as attendance, duties, and cost will be examined.

- Field trips must be student-centered and not structured around adult benefits.

Failure to follow ethical and transparent financial practices may result in disciplinary action.

Supervision and Chaperone Requirements

General Supervision

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.

Required Adult-to-Student Ratios by Grade Level

To ensure student safety and adequate supervision, the following minimum chaperone-to-student ratios must be observed:

- Day Trips: 1:15 (Adult:Student) Ratio
- Overnight/Out-of-State Trips: 1:8 for grades 6 - 12
    - May need to be adjusted based on the trip and activities planned
    - Principals need to use their professional judgement on the number of certified staff chaperones vs. non-certified staff chaperones.

Chaperones may be a teacher involved in the field trip, a Lee County BOE employee, a parent or legal guardian of a participating student, or school volunteer– as approved by the Principal and in accordance with district policy.

1. 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.
2. 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.
3. 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.
4. 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.
    a. Each teacher and chaperone must sign a printed orientation agenda (provided by the school) indicating receipt of the training.

b. A copy of the teacher and chaperone guidelines packet should be stapled to the orientation sign-in sheet.

Note: Trips involving water activities, high-risk environments, or overnight stays may require lower ratios at the discretion of the principal or district office.

Chaperone Roles and Expectations

Chaperones play a vital role in ensuring student safety, behavior, and overall success of the trip. All chaperones must:

1. Actively supervise assigned students at all times.
2. Maintain consistent headcounts and remain alert to student whereabouts.
3. Refrain from using cell phones for personal purposes during supervision.
4. Follow all school rules and enforce the student Code of Conduct.
5. Support the trip leader and help manage logistics (transitions, meals, emergencies).
6. Report any safety or behavioral issues immediately to school staff.
7. Serve as positive role models for students through respectful and professional conduct.

Chaperones may not bring other children or guests on the trip.

Background Checks and Volunteer Clearance

All non-employee chaperones must:

1. Complete a district-approved volunteer application.
2. Pass a criminal background check (in compliance with state law and board policy).
3. Attend a brief orientation or training session outlining responsibilities and expectations.

Chaperones who do not meet clearance requirements will not be permitted to attend or supervise students.

Expectations for Staff Conduct and Supervision of Students

Employees attending field trips in any capacity must:

1. Adhere to all Lee County School System policies and professional codes of conduct.
2. Remain with students at all times unless assigned otherwise by the trip coordinator.
3. Refrain from alcohol, tobacco, or inappropriate behavior at any time during the trip.
4. Ensure accommodations and supervision are provided for all students, including those with disabilities, health needs, or behavior plans
5. Maintain confidentiality and discretion regarding student needs and behaviors.

Failure to meet supervision or conduct expectations may result in administrative review.

Transportation and Travel Procedures

Use of District Buses and External Carriers

Whenever possible, transportation for field trips should be provided using Lee County School System buses operated by certified district drivers.

1. Requests for buses must be submitted using the district's Transportation Request Form and approved by the transportation department.
2. Schools must provide accurate departure/return times and destination information.
3. Bathroom breaks should be planned in advance.
4. Schools must include estimated mileage.
5. A staff member must ride on each bus and maintain supervision at all times.

If district buses are unavailable or unsuitable (e.g., long-distance or multi-day trips), an approved external carrier may be used. All external carriers must:

1. Be licensed, insured, and authorized by the State of Georgia.
2. Submit documentation to the district showing proof of liability insurance and compliance with state transportation regulations.

Guidelines for Charter Buses, Rental Vehicles, and Drivers

- Charter buses must be from companies approved by the district office. Sponsors should not independently enter into contracts without district consultation.
- For projected in-state chartered field trips:
    - In order for a charter bus company to be used, it must be confirmed by the school that the charter bus company is listed on the Georgia Department of Safety "List of Licensed Bus Carriers", and;
        - http://www.gamccd.net/LPCBusCarriers.aspx
    - Holds a "Passender Permit", and;
    - Has a "Satisfactory Record"
- For projected out-of-state chartered trips:
    - In order for a charter bus company to be used, 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, and;
    - Has a "Satisfactory" rating in inter-state passenger transportation.
    - https://safer.fmcsa.dot.gov/CompanySnapshot.aspx
- Charter Bus Companies must be an approved vendor with the Lee County School System.
- Rental vans must seat no more than 10 passengers (including the driver) and must be approved in advance.
    - 15-passenger vans are strictly prohibited per federal safety guidelines.
- Drivers of rental vehicles must be district employees with a valid driver's license and proof of district authorization.

Use of personal vehicles to transport students is strongly discouraged and may only occur with express written approval from the superintendent and signed parent consent forms.

Arrival and Departure Procedures

- Students and chaperones must report to the designated departure location no later than the stated time
- A final roll call and safety check must be conducted prior to departure and before leaving any location
- Buses may only stop at approved and scheduled locations—unauthorized detours are not permitted
- Estimated return times must be shared with parents and updated in real time in the event of delay through Parent Square.

Sponsors must maintain an accurate roster of all students and adults on each vehicle, including emergency contact information.

Accommodations for Students with IEPs, 504s, or Health Plans

Students with disabilities or medical conditions must be provided with all necessary accommodations and support during field trips, just as they would during the school day.

- Transportation accommodations (e.g., wheelchair lifts, harnesses, separate space for medical equipment) must be arranged through the transportation department.
- Medication and medical protocols must follow district policy and be supervised by an authorized staff member.
- Staff should consult with the school nurse, special education teacher, or 504 coordinator during trip planning.
- Behavior plans or support strategies included in IEPs/BIPs must be reviewed with the supervising adults before departure.

No student should be excluded from a trip based on disability, behavior history, or medical need unless there is a documented safety risk and the IEP/504 team has met to determine appropriate action.

Student Safety and Conduct

Code of Conduct Applies During All Trips

Students participating in school-sponsored field trips are held to the same behavioral expectations and disciplinary guidelines as during the regular school day.

1. The Lee County School System Student Code of Conduct is fully in effect for the duration of the trip, including on buses, at venues, and during overnight stays (if applicable).
2. Students are expected to act responsibly, show respect to adults and peers, and represent their school with pride.
3. Dress code policies apply unless trip-specific attire is communicated and approved by administration.
4. Consequences for misbehavior during a trip may include immediate removal from the activity, parent pickup, and disciplinary referral upon return.

Emergency Plans and Communication Procedures

Each trip sponsor must develop a basic emergency plan prior to departure, which includes:

1. Emergency contacts for all students.
2. Identification of the lead staff member in charge of emergency response.
3. Procedures for lost students, injuries, weather delays, and unexpected closures.
4. A communication chain: who will contact administration, parents, and emergency services.

Sponsors must carry:

1. A fully charged cell phone with administrative contact information.
2. A printed or digital roster with parent contact numbers and any medical alerts.
3. A copy of the trip itinerary to share with emergency personnel if needed.

For overnight trips, a supervision plan must detail how students will be monitored at all times, including room checks and curfews.

Medication, First Aid, and Health Accommodations

1. **Prescription Medications** must be administered in accordance with school policies, with proper documentation and in the original labeled container
2. A staff member trained in medication administration must be assigned to oversee medications and emergency care
3. **Emergency Medical Plans** (such as those for asthma, diabetes, or allergies) must be reviewed and accessible to supervising adults
4. **First Aid Kit:** Must be brought on all trips, and staff must be aware of procedures for responding to minor injuries or medical events
5. For high-risk trips or those with medically fragile students, consultation with the school nurse is required during the planning phase

Incident Reporting (Behavioral, Medical, Logistical)

All incidents that occur during a field trip must be documented and reported promptly upon return—or immediately, if urgent.

Reportable incidents include:

- Student injuries or medical events
- Major behavioral infractions
- Missing student scenarios or security concerns
- Transportation problems (e.g., breakdowns, delays, safety issues)
- Issues involving staff or chaperones

Trip sponsors must:

1. Notify the principal as soon as possible
2. Complete a written incident report
3. Submit documentation to the district office if the event is serious or involves outside intervention (e.g., EMS, law enforcement)

APPENDIX

LEE COUNTY SCHOOL SYSTEM

FIELD TRIP AUTHORIZATION FORM

Student Name_____School_____

Date(s) of Trip_____ Day Trip or Overnight Trip *(please circle)*

Destination/Event

_____

Activities during trip: *(Describe specifics; e.g., walking tour, playing ball, ice skating, etc.):*

_____

_____

Transportation: ☐ School bus driven by bus driver employed by District

☐ Chartered bus driven by licensed professional.

☐ Private transportation driven by parent or staff member

As a lawful parent/guardian of the above-named student, I hereby give permission for my child to participate in the designated field trip. By signing this form, I agree that I have fully read, understand and agree to the conditions set forth below:

I understand that during this trip my child will be subject to any and all Lee County School System ("District") disciplinary rules and the Student Code of Conduct to which he or she is subject during the school day. I further understand that during this trip my child will be subject to the supervision and direction of those adults who accompany the students on behalf of the District.

I consent for my child's participation in the activities described above. I recognize that I am responsible for informing appropriate District personnel of any medical needs of my child and authorize District personnel or other chaperones to take any and all medical actions they believe necessary for my child until such time as I may be contacted.

No student will be denied participation due to the inability to pay or raise funds.

I understand that the District, its officers, employees, agents and volunteers do not have or assume any liability for damages, losses, or injuries to the above-named student as a result of the student participating in this trip. I understand that unless I have personal insurance that provides coverage for injuries to my child, there may not be school district insurance to cover any injuries, losses, or damages on this trip.

I recognize that any revocation of permission given by this form can only be in writing and must be delivered to the appropriate school officials to be effective.

□ I will bring my own lunch □ I will need a sack lunch

_____ _____

Date Signature of Parent/Guardian

_____ _____

Emergency Phone Number Phone Number

FIELD TRIP APPROVAL FORM

To be received and approved by the Principal and then by the District Office, prior to announcement of requested field trip.

General Information-

Date(s) Of Requested Field Trip: _____ Date Of Request:_____

School: _____ School Group:_____

Proposed Number of Students:_____ Proposed Number Of Adults: _____

Paid By:_____ TripTracker ID #: _____

Proposed Amount Requested From Students With Breakdown Of Costs:

_____ 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. Organizing Teacher(s) With Contact Number(s):

Other School Personnel Attending With Contact Number(s):

_____ Necessary Request for Professional Leave Of Absence Forms will be submitted to the Professional Learning Department according to their established guidelines.

Proposed Destination(s) With Address(es) and Times:

Educational Purpose Of Field Trip:

Mode Of Transportation-

According to the Lee County School System 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:

_____ Lee BOE School Bus _____ Approved Charter Bus

_____ Each individual parent or legal guardian will transport his or her own individual child

> **_____ If so, is the following statement 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." If yes, the preceding statement must be included on the parent permission slip. If yes, move directly to the Affirmation section.**

Bus Information-

Number Of School Buses Requested:_____ OR Number Of Charter Buses:_____

Time Bus(es) Proposed To Be At School:_____
Time Bus(es) Proposed To Return To School:_____

For Requested School Bus:
Name of proposed school-based driver (ex. coach) if provided by school (school-based bus driver must be approved by the Transportation Department):

_____

For Proposed Charter Bus:

Name Of Proposed Charter Bus Company:_____

_____ Proof of insurance valid through the end of requested field trip attached for proposed charter bus
(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.)

_____ Proposed Charter Bus Company Is An Approved Carrier

Chaperone Information-

For Day Field Trip Requests:

_____ Chaperone guidelines met with at least one chaperone with every fifteen students for the duration of day field trip

_____ Consent For Criminal Background Check Authorization Form approval(s) for non-Lee BOE chaperone(s) projected to chaperone will be received before requested day field trip

For Overnight Field Trip Requests:

_____ Chaperone guidelines met with at least one chaperone with every eight students for the duration of overnight field trip or out-of-state field trip

_____ Consent For Criminal Background Check Authorization Form approval(s) for non-Lee BOE chaperone(s) projected to chaperone will be received before requested day field trip

<u>General Precautions</u>- Please Initial Each

_____ 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 field trip 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.

_____ The bus route for this trip will be submitted to the Principal.

_____ Proper arrangements will be made at the school for the administration of medication while on the projected field trip according to Lee County School System 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 (this does not include the swim team)

_____ 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.

For Overnight Field Trip Request And/Or Out-Of-State Field Trip Request:

Please Initial Each

_____ 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 before arriving at the hotel. Room to room calling capabilities 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 doors of students 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.

_____ Complete proposed itinerary attached (With Every Moment Packed With Details For The Entire Time). A final itinerary will be submitted to the Principal two weeks in advance of 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 Lee County School System Field Trip Guidelines has been addressed and I affirm that all required items indicated on this form are included and will be submitted a minimum of four weeks prior to the requested start date of the requested field trip. I understand that approval of this requested field is also the method of approval for student instructional absences. As the Principal, I approve the field trip.

Teacher Signature Date

Principal Signature Date

District OFFICE USE:

Determination of District Office Administrator:

_____ Approved _____ Not Approved

Director of Leadership & Learning or Designee Date

LEE COUNTY SCHOOL SYSTEM REQUIRED

OVERNIGHT FIELD TRIP HEALTH INFORMATION

Student Name: _____ Date of Birth: _____

School: _____ Grade: ____ HR/Team: _____

IT IS MANDATORY TO HAVE CURRENT HEALTH & INSURANCE INFORMATION ON FILE
PLEASE COMPLETE THE FOLLOW:

1. Emergency Numbers:
   Mother/Guardian: (Cell)_____ (Work)_____

   Father/Guardian: (Cell)_____ (Work)_____

   Other/Guardian: (Cell)_____ Relationship: _____

2. My child **HAS** the following **life-threatening condition(s)** that may require EMERGENCY treatment while on a field trip.
   □ Diabetes □ Asthma □ Seizures □ Severe Allergy □ Other

3. **Allergies**:
   a. Food □ Yes □ No Type: _____
   b. Medication □ Yes □ No Type: _____
   c. Insect Stings □ Yes □ No Type: _____
   d. Other _____ □ Yes □ No Type: _____

DOES YOUR STUDENT REQUIRE EPINEPHRINE? □ ***Yes*** □ ***No***

Describe symptoms/reaction: _____

4. **Health Insurance Provider:** Name: _____
   a. **Policy #**:_____ Group Number: _____
   b. **Personal Physician:**
      i. Name: _____ Phone Number: _____

In case of emergency, illness or accident to the above named child while on the school-related student trip, I give consent to the nearest hospital to render medical emergency care deemed appropriate by the hospital staff. I also give consent to school personnel to take action as necessary in the event of a medical/health emergency.

_____ _____
Signature of Parent/Guardian **Date**

Medication Guidelines for Overnight School Field Trips

Guidelines for medication administration during overnight school trips will follow our General School Policy for the administration of medication to students. Acetaminophen, Ibuprofen, Chewable Antacid tablets (Tums), and hydrocortisone cream may be administered at the discretion of the chaperone or advisor with completion of the parent/guardian consent form.
All other medications, including prescription and self-administer emergency medications require a prescription medication administration form to be completed and signed by a parent/guardian. Medication administration will be provided by a teacher(s), or other designated School employee. Each designated individual will have participated in Medication Administration
for School Personnel training. Any medication to be administered to a student will be kept in the possession of the teacher/advisor or designated school staff and will be given by school personnel as delegated.

● All medication should be given by the parent/guardian to the teacher no later than 3 days before the field trip.
● Only medications that are considered "medically necessary" should be requested for administration. Please refrain from requesting administration of multivitamins, herbal or dietary supplements.
● An Authorization for Administration of Medication by School Personnel form must be submitted by the parent for each medication (all prescription and over-the-counter medications) that will be needed during the trip.
● The parent/guardian will provide the teacher or other designee with the original, labeled prescription bottle with the appropriate amount of medication in it. Please only include the amount the student will take on the trip.
● Medications in baggies or in unlabeled or incorrect bottles will not be accepted. The medication must match the bottle it is in.
● Over-The-Counter Medication MUST be in the original container and must clearly have administration guidelines on it.
● If the student carries medicine without meeting the above criteria, the medication will be confiscated and the parent notified.

Please **CIRCLE** any of the following Over-the-Counter Medications that can be administered by school personnel to your child in case of illness during the trip (per package directions).

Ibuprofen **Acetaminophen** **Tums** **Hydrocortisone Cream**

I give permission for (name of child)_____ to receive the above stated medication during field trip according to standard School Board policy. I release the School Board and its employees from any claims connected with its reliance on this permission.

_____

Parent / Legal Guardian Signature **Date**

Will your child require prescription medication while on the field trip? □ ***Yes*** □ ***No***

<u>If YES, please complete an Authorization to Give Medication form for each medication</u>

Lee County School System

AUTHORIZATION TO GIVE MEDICATION ON OVERNIGHT FIELD TRIP

Student Name_____ Date of Birth_____

School_____ Grade ____ Homeroom/Team_____

Name of medication: _____

Condition/Illness Requiring this Medication:_____

Form of medication/treatment:
□ Tablet/capsule □ Liquid □ Inhaler □ Injection □ Nebulizer
□ Other _____

Dosage: _____ Frequency/Times to be Given: _____ Dates: _____

□ For episodic/emergency events only

Possible Side Effects, if any: _____

Special storage requirements: □ None □ Refrigerate □ Other Instructions:

_____

Health Care Provider Name: _____

Address:_____ **Phone:**_____

I give permission for (name of child)_____
to receive the above stated medication (that I have furnished) during the overnight school field trip according to standard School Board policy. I release the School Board and its employees from any claims or liability connected with its reliance on this permission.

_____
Parent / Legal Guardian Signature **Date**

_____
Signature of employee receiving medication **Date**

CRIMINAL HISTORY REQUEST FORM

LEE COUNTY SCHOOL SYSTEM

CRIMINAL HISTORY REQUEST FORM

Date: _____

To The Lee County Sheriff's Office:

The person listed below is being considered as a school level volunteer with the Lee County Board of Education. Please complete the criminal history, stamp with the Lee County Sheriff's stamp, and date this paper.

Respectfully,

Dr. David Sims
Senior Director of Human Resources & Student Services

NAME: (As it appears on your social security card) Please Print

_____
Last First Middle

List all other names you have used or use now:
_____

Date of Birth: ____/____/_____ Department/School: _____

Social Security #:_____-_____-_____

Race: _____ Male_____ Female _____

_____
Applicant's or Employee's Signature **Date**

Revised 3/11/15

GUIDELINES FOR TEACHERS AND 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 over night or out-of-state)

Overnight and/or Out-of-State Trips: 8 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 track the time 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, reading, or video watching 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.)
14. Know who is first aid trained, where the first aid kit is, and where your cell phone is.
15. Keep the cell phone contact number of the classroom teacher.
16. Teachers and field trip chaperones need to be aware of any medical conditions/allergies etc. of any children assigned to them.
17. 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
18. 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.
19. Teachers and field trip chaperones must ride with students.
20. 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.
21. Teachers and field trip chaperones must dress appropriately for the school trip.
22. Teachers and field trip chaperones should use appropriate language.
23. Teachers and field trip chaperones shall not provide any prescription or over the counter medications to students.
24. Treat all children for whom you are responsible fairly and equally.
25. Report any accidents or problems to the classroom teacher or organizing teacher immediately.
26. Teachers and field trip chaperones must inform the organizing teacher of any condition that may affect his/her ability to perform their assigned duties.
27. 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.
28. 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:

29. Teachers/field trip chaperones must not share rooms with individual students where no parent/guardian relationship exists.
30. 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.
31. Provisions must be made for hallway monitoring for overnight.

32. Teacher and field trip chaperone room numbers will be provided to students in case of emergency.

==========

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

LEE COUNTY SCHOOL SYSTEM BUS REQUEST FORM

NOTICE: **ALL BUS REQUESTS ARE REQUIRED TO BE ENTERED IN THE COMPUTER AT LEAST 15 DAYS BEFORE THE DATE OF DEPARTURE!**

Number Assigned to Request:_____ School: _____

THIS SECTION TO BE COMPLETED BY ALL
Date Request Complete: _____
Name(s) of Person(s) Making Request: _____
Grade/Team/Organization: _____
Destination (This includes building site and city): _____
Departure Date:_____ Departure Time:_____
Return Date:_____ Return Time:_____
Has written permission been obtained or will it be obtained?

COMPLETED FOR ALL FIELD TRIPS: List Instructional Objectives for this Field Trip:

List any Special Considerations:

NOTICE: *If missing lunch or needing sack lunches, the lead teacher must notify the Lunchroom Manager 10 days prior to the date of departure!*

THIS SECTION TO BE COMPLETED FOR ALL BUS REQUESTS
Total # Students:_____ Total # Adults:_____ # OF BUSES REQUESTED:_____
Driver(s) Requested: _____

Teacher has confirmed that _____ (number) students in wheelchairs are eligible to participate in this trip. _____Teacher initials Lift Bus needed: ____YES _____NO

Approval is granted subject to the availability of vehicle and driver. Assignment of vehicle/driver will be made based on availability and economic need. The teacher/sponsor/coach is responsible for conduct of students and ensuring that the vehicle is returned clean and in good condition. If the trip requires the purchase of fuel on the road, the teacher/sponsor/coach should be prepared to make the purchase. Reimbursement will be made upon proper documentation. In the event the trip will be overnight, lodging and meals are to be provided for the driver by a sponsoring organization.

Teacher/Sponsor/Coach making request:_____ Date:_____

Supervisor's Signature_____ Date:_____

Principal's Signature _____ Date:_____

LEE COUNTY SCHOOL SYSTEM REQUEST TO RAISE FUNDS

Lee County Board of Education
Request to Raise Funds

All fundraising activities must adhere to school and district procedures.

1. Each activity must be approved in advance by the Lee County Board of Education (LCBOE).
2. Raffles must be approved by the Lee County Sheriff's Office before submission.
3. The activity must not require students or teachers to miss instructional time.
4. Each request must be submitted to the principal at least one week prior to the LCBOE meeting at which it is to be presented.
5. The Principal will provide a recommendation on each request and forward it to the Superintendent by noon on the Monday before the next LCBOE meeting.

School _____ Organization _____

Activity Name_____ Beginning Date _____ Ending Date _____

Why are funds needed? _____

If the sale of products are involved, where will they be purchased? _____

Please check the box if this request is to become an annual fundraiser after this year. ☐

Please provide a brief description of the fundraiser (please include cost / hours (if event)/ if exempted food fundraiser, hours of sale):

I request permission to begin the fundraising activity described above. If approved, I will see that it is conducted in compliance with school and district procedures. I will follow district and school procedures to collect, receipt, safeguard, deposit funds. If applicable, I will account for and ensure goods are delivered.

Teacher/Sponsor's Signature _____ Date _____

I recommend approval of the above request and if approved will provide overall supervision of the activity.

Principal's Signature_____ Date _____

This fundraising request approved by the Lee County Board of Education on (Date): _____

Superintendent's Signature _____ Date _____