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## DISTRICT ADMINISTRATIVE RULE

### IFCB-R Field Trips

~~10/4/19~~ **x/x/23**

#### 1 **RATIONALE/OBJECTIVE:**

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3 A field trip is defined as a planned educational experience away from the school campus at any  
4 time of day directly related to and correlated with a particular unit of study or a specialized  
5 function of the school such as club functions or other school activities. The Superintendent is  
6 authorized to approve the use of school buses for field trips and to delegate approval for the use  
7 of the vehicles for these purposes to appropriate personnel in the transportation department.  
8

#### 9 **RULE:**

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11 School personnel should be familiar with the Field Trip Procedures Manual (~~Field Trip Manual~~)  
12 ~~provided by the Transportation Department.~~

13  
14 The following regulations and procedures shall be observed regarding field trips:  
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#### 16 **A. GENERAL PROVISIONS:**

- 17 1. Local schools scheduling field trips must follow all regulations and comply with pertinent  
18 administrative procedures for the implementation of the District's rules relative to such  
19 trips.
- 20 2. County buses shall be made available for educational field trips within the county and  
21 other sites as designated by the regulations. Local schools will be billed for the cost of the  
22 field trip.
- 23 3. ~~Educational~~ **Instructional** field trips shall not be authorized during the first ten (10)  
24 school days nor the last five (5) days of the school year. This restriction does not apply to  
25 after-school activities.
- 26 4. ~~Field trips should not be used as a behavioral reward.~~
- 27 **5. Teachers, working with school administrators, have the authority to exclude the**  
28 **participation of students whose behavioral history suggests the possibility that they may**  
29 **endanger themselves or others while on a field trip. This decision must be made on actual**  
30 **student behavior and not based on disability identification.**
- 31 5. ~~6. Rules relative to pupil safety and behavior will be adhered to~~ **enforced.**
- 32 6. **Fees cannot be charged for field trips or activities related to a state-funded**  
33 **course as a condition of full participation or credit in the course. Donations may**  
34 **be requested for field trips that do not allow fees to be charged.**
- 35 7. ~~7. Regardless of the ability or willingness of a student's parent or guardian to donate funds~~  
36 ~~in support of the field trip, any field trip must be made available to all subject matter~~  
37 ~~eligible students, including students with special needs.~~ **Fees may be charged for a**  
38 **course-related enhancement or enrichment activity provided the activity is**  
39 **outside the school day and does not affect credit in the course. Fees may also be**  
40 **charged for any extracurricular field trip. All field trips must be made available**  
41 **to any student meeting the criteria to participate, including students with special**  
42 **needs, but participation may be made contingent on payment of any applicable**  
43 **fees.**

- 44 8. ~~8.~~ Only students who are regularly enrolled in the school district, **meet field trip specific**  
45 **criteria**, and who are involved in the instructional activity will be eligible ~~for transportation~~  
46 **to participate in a field trip**.  
47 9. **Field trip participation rosters must be finalized 24 hours before the field trip**  
48 **departs**.

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50 **B. PROCESS TO APPLY FOR PERMISSION TO TAKE A FIELD TRIP:**

- 51 1. Requests for field trips shall originate with the ~~teacher~~ **staff member sponsoring the**  
52 **trip** and be submitted for approval ~~to the school administrator on Form IFCB-1~~ **through**  
53 **the**. ~~The field trip must then be approved on the~~ Field Trip Management System (FTMS) by  
54 the principal **or athletic director**. Local school personnel will provide specific instructions  
55 concerning how to submit a field trip request to their staff.  
56 ~~2.~~ All trips, no matter what type or what method of transportation is used, must be  
57 submitted ~~to~~ **through** FTMS to be properly covered by liability insurance coverage by the  
58 district. ~~For overnight field trips, Form IFCB-2 must be completed and submitted to the~~  
59 ~~appropriate central office administrator (see F.1. below).~~  
60 3. Requests **for single day trips** must be ~~entered~~ **submitted** in the FTMS fifteen (15)  
61 school days prior to the date of the trip, if not, Transportation may deny the field trip  
62 request.  
63 4. Other teachers should be notified at least two (2) weeks in advance if ~~the~~ students are to  
64 miss their class as a result of the field trip. Students must be counted present when on a  
65 field trip and must be allowed to make up work, except as provided in section G.  
66 5. ~~The~~ **An instructional** field trip request must include an instructional plan for  
67 accommodating all students. A quality alternative instructional experience for those  
68 students choosing not to attend the field trip must be provided by the teacher supervising  
69 the trip.  
70

71 **C. FINANCIAL PLANNING:**

72 The appropriate principal or central office administrator shall follow the procedures in the Field  
73 Trip **Procedures** Manual and the Local School Accounting Procedures Manual when  
74 considering the cost of the field trip and determining whether to approve or deny a trip.  
75

76 **D. SUPERVISION AND CHAPERONES:**

- 77 1. Employees, parents, guardians, and/or their spouses, as well as similar adults of  
78 supervisory age, approved by the school administrator will be permitted to accompany  
79 transported groups on school buses for supervisory purposes.  
80 2. A teacher or adult supervisor must ride on each bus.  
81 3. In all cases, appropriate adult supervision shall be provided and approved by the school  
82 administrator. Minimum requirements for adult supervision are the following:  
83 a. Elementary 1 Adult for every 15 students  
84 b. Middle School 1 Adult for every 20 students  
85 c. High School 1 Adult for every 25 students  
86 4. Chaperones may not bring other children on a bus during the field trip.  
87 5. For the duration of the field trip, employees and adult chaperones are directly accountable  
88 for their actions as if they were responsible for students on school premises. Employees  
89 and adult supervisors must refrain from personal practices, both in and out of the  
90 presence of students, which would be inconsistent with their responsibilities to supervise  
91 students.  
92

93 **E. PARENTAL PERMISSION:**

- 94 1. It shall be the responsibility of the school administrator and ~~teacher in charge of~~ the field  
95 trip **sponsor** to secure written parent/guardian permission for every student involved in a  
96 field trip **through the Field Trip Management System**.  
97 2. In cases involving a series of field trips related to one particular area of study or activity, a  
98 "blanket" permission, ~~Form IFCB-3,~~ may be obtained, provided that the parents are made  
99 aware of all field trips to be included in the series. Detailed information should be given in  
100 writing to the parents at least two (2) weeks prior to each trip in the series.  
101 3. ~~3. Form IFCB-4 shall be used to gain parental permission for field trips occurring only~~  
102 ~~once.~~

103 ~~4. Form IFCB-6 shall be used to gain parental permission for overnight field trips.~~

104 ~~5. The supervisor of all field trips shall have in his/her possession the appropriate field trip~~  
105 ~~permission form for the duration of the field trip.~~

106 ~~6. In all situations, the permission forms supplied by the central office are to be used to~~  
107 ~~gain permission from parents/guardians.~~

- 108 4. **Students without a completed permission form may not participate in the field**  
109 **trip.**

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111 **F. OVERNIGHT FIELD TRIPS:**

112 1. In addition to the procedures outlined in Section B above, if the ~~field trip includes~~  
113 ~~overnight time, Form IFCB-2 must be completed and submitted to~~ **request is for an**  
114 **Overnight Field Trip,** the appropriate central office administrator ~~for approval~~ **must**  
115 **approve the request** prior to teachers discussing the trip with ~~the~~ students, parents, or  
116 others. Fine Arts field trips should be approved by a Supervisor of Fine Arts, athletic field  
117 trips (those activities governed by GHSA) should be approved by the District Athletic  
118 Director, and all other field trips should be approved by the appropriate Level Assistant  
119 Superintendent.

120 2. For field trips involving the school day or time beyond, the field trip ~~supervisor~~ **sponsor**  
121 and the school administrator shall be responsible for ensuring that the field trip ~~supervisor~~  
122 **sponsor** provides information ~~regarding the itinerary~~ **required in the Field Trip**  
123 **Procedures Manual and Field Trip Management System** and that he/she can be  
124 reached by telephone during the field trip.

125 3. ~~In addition to any other rules stated above, the minimum requirements for adult~~  
126 ~~supervision for overnight field trips are the following:~~

- 127 a. ~~Elementary - 2 Adults for every 15 students~~  
128 b. ~~Middle School - 2 Adults for every 20 students~~  
129 c. ~~High School - 2 Adults for every 25 students~~

130 **Approval for Overnight Field Trips must be requested 3 months prior to the**  
131 **departure date. Exceptions will be made when meeting this deadline is made**  
132 **impossible by third party scheduling such as state playoffs, etc.**

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134 **G. FIELD TRIPS THAT OCCUR FOR MORE THAN TWO (2) SCHOOL DAYS:**

- 135 1. Students who are on field trips which extend beyond two (2) days may not be counted  
136 present on school attendance records for more than two (2) days of the trip unless the  
137 location of the field trip is declared to be an alternate educational site by the appropriate  
138 central office administrator (see Section F.1. above) in accordance with the policies and  
139 regulations of the State Board of Education.
- 140 2. For such field trips to occur, an instructional plan shall be submitted by the school  
141 administrator to the appropriate central office administrator (see Section F.1. above)  
142 outlining the means by which the full instructional program will be implemented during the  
143 trip.

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145 **H. ~~EXTENDED FIELD COURSES:~~**

146 ~~Any Extended Field Course offered outside Cobb County must comply with the above~~  
147 ~~guidelines applicable to overnight field trips as well as those included in Form IFCB-7.~~

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149 **~~I. OUT OF STATE FIELD TRIPS:~~**

150 In addition to all other sections of this Rule, District buses may only be used to travel to the  
151 following states not to exceed 300 miles one way:

- 152 1. Alabama;  
153 2. Florida;  
154 3. North Carolina;  
155 4. South Carolina; and  
156 5. Tennessee

157  
158 Any exceptions to this section must be approved in advance by the **Senior** Executive Director  
159 of Transportation.

160  
161 **I. ~~I. OUT OF COUNTRY FIELD TRIPS:~~**

- 162 1. In addition to all other sections of this Rule, the following requirements concerning  
163 insurance apply:  
164 a. A sponsoring school must have proof that all participants are covered by health and  
165 accident insurance.  
166 b. Insurance must cover medical care abroad. Some travel agencies may provide  
167 coverage, or they may require proof that the participants have insurance.  
168 c. Students will provide a photocopy of their insurance card should the information  
169 contained therein be required for an emergency or arrange for health and accident  
170 insurance through the travel organization or agency.  
171 d. Provisions for travel cancellation should be made available to parents.  
172 2. Travel arranged through an organization or agency must address their policy on refunding  
173 fees for cancellation by that organization or agency.  
174 3. All those traveling on an Out of Country Field Trip must also have proper travel documents  
175 as required by federal law.  
176 4. **All students who participate in field trips out of the country must travel to and**  
177 **from all destinations with the field trip sponsors or chaperones.**  
178 5. **All Out of Country Field Trips must be requested a year before the departure**  
179 **date.**  
180 6. **Level Assistant Superintendents must approve all Out of Country Field Trips.**  
181 7. **All Out of Country Field Trips sponsored by District staff and limited to District**  
182 **students are considered school-sponsored. No trips may be facilitated through**  
183 **private companies for District students by District employees outside of these**  
184 **parameters.**  
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186 **J. ~~K.~~ TRANSPORTATION:**

- 187 1. ~~Curricular~~ **Instructional** field trips involving county buses should not be scheduled during  
188 regular school busing hours:  
189 a. 7:00 am - 9:15 am; and  
190 b. 2:00 pm - 5:00 pm  
191 2. The use of county buses for field trips will be contingent upon the availability of vehicles  
192 and the scheduling of regular school transportation.  
193 3. School administrators shall approve only those field trips which allow the bus to return to  
194 school by 2:00 pm or a private carrier must be used. (see Paragraph L below for more  
195 information regarding private carriers)  
196 4. No field trips will be scheduled when school is closed because of inclement weather.  
197 Weekend trips **cancellations due to inclement weather** will be determined on a case by  
198 case basis by the designated central office administrator.  
199 5. Transportation arrangements must be provided to accommodate any students with special  
200 needs.  
201

202 **K. ~~L.~~ USE OF PRIVATE CARRIERS FOR FIELD TRIPS:**

- 203 1. Private carriers may be used for field trips provided they have been approved by the Cobb  
204 County School District. (see ~~Risk Managements'~~ **the Field Trip Procedures Manual for**  
205 **the** Approved Private Carrier list)  
206 2. Private carriers must return (15) minutes prior to school dismissal time unless other  
207 arrangements for students to be returned home from school have been made by the  
208 ~~teacher supervising the field trip~~ **sponsor**.  
209 3. Transportation arrangements must be provided to accommodate any students with special  
210 needs.  
211 ~~If the principal has a specific concern regarding the terms, provisions, or conditions about~~  
212 ~~the private carrier's contract, he/she should contact Risk Management to verify the~~  
213 ~~contract has been reviewed.~~  
214 ~~All such contacts shall have a provision for trip insurance should the need arise to cancel~~  
215 ~~any further travel.~~  
216

217 **L. ~~M.~~ COST OF COUNTY BUS TRANSPORTATION:**

218 Costs, including mileage, driver pay, and cancellation fees shall be determined by the **Senior**  
219 **Executive Director of Transportation** on an annual basis. (see the Field Trip **Procedures**  
220 **Manual**)

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**M. ~~N.~~ TRANSPORTATION OTHER THAN SCHOOL BUSES OR PRIVATE CARRIERS:**

1. When parents and students volunteer to drive their own vehicles on school system business such as sporting events or other school activities, the Cobb County School 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.
2. If an employee uses his/her own vehicle for school system business, the Cobb County School 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.
3. The use of 10-15 passenger non-conforming vans is strictly prohibited for transporting students to school related activities.
4. ~~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.~~

**N. ~~O.~~ NON-SCHOOL-SPONSORED EVENT:**

1. ~~If a staff member plans a non-school sponsored trip that involves students (even if planned for weekends, holiday, or summer) the school administrator must be advised. However, the administrator is not required to approve the trip.~~
2. ~~No class time may be used to promote the trip and no funds may be solicited nor accepted during the school day.~~
3. ~~When meetings are held at school to discuss trips that are non-school sponsored trips, they must be held outside of the staff member's regular working hours and when students are not scheduled for class time. School administrators should use similar guidelines for approving the use of school facilities for meetings of this type as they would for people not employed by the school system.~~
4. ~~When staff members plan non-school sponsored trips, even when the guidelines called for in this regulation are followed, parents will be informed, in writing, that the trip is a non-school sponsored event. Therefore, the school system takes no responsibility for the trip. The employee must make it clear that arrangements and transactions about the trip (including phone calls) must be handled outside the school day.~~
5. ~~School system supplies must not be used to pursue a non-school sponsored trip.~~

**P.** Only yellow school buses meeting federal and state specifications shall be used to transport students for all bus routes. This includes but not limited to summer school, after school, and enrichment programs where students are picked up and dropped from their residence and designated school.

**O. ~~Q.~~ SPECIAL USE OF SCHOOL BUSES:**

The Board shall not authorize the use of system-owned buses for the purpose of transporting persons not connected with the system for a non-school function, except that school buses may be used to provide transportation for the elderly, persons with disabilities and 4-H activities, and for students and others to attend summer camps and participate in other recreational or educational activities if the cost of such transportation is reimbursed in full from federal, state, local or other funds other than school funds. Requests will be submitted to the Transportation Department with final approval by the Superintendent and/or designees.

Reclassified an Administrative Rule: 9/1/04  
Revised: 10/28/04; 4/11/12; 7/1/15; 10/4/19; x/x/23

Legal Reference:	
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. 20-02-0188	Student transportation
O.C.G.A. 20-02-0411	School fund kept separate; use of funds; separation of school taxes; investments
Rule 160-5-1-.02	School Day and School Year for Students and Employees

