



**ELIZABETHTON
CITY SCHOOLS**

FIELDTRIP REQUEST MANUAL



(All of the necessary forms are included in this manual and may be reproduced as needed.)

Fieldtrips, excursions, and academic competitions are scheduled after Mr. Hutchins approves them. Please do not contact Mr. Street prior to scheduling a trip. He can only discuss trips that have been approved. Should you turn in a trip where there is a conflict, Mr. Street will contact the trip sponsor to discuss any possible change in time and/or date.

FIELDTRIPS & EXCURSIONS TRIPS (LOCAL):

1. The building-level administrator should be involved at the preliminary stage. The staff member who initiates the field trip or excursion should informally confer with the building administrator as to the plausibility of such a trip.
2. At least 2 weeks in advance, teachers/coaches should complete the transportation request to begin the process of approval at the building-level.
3. If the requested trip is **overnight, out-of-state**, or **more than 50-miles** (and is not listed on the board-approved list on page 3 of this document), the process needs to begin at least one month in advance due to the need for board approval. All board items are due to Mrs. Perkins by 9:00 a.m. on the first Tuesday of the month. In either situation, building-level and district-level approval is required.
4. The event should support the curriculum and be the most effective instructional medium for the stated outcome.
5. The staff member planning the event should fill out the transportation request **completely** and forward it to the building principal for consideration. Athletic/Band events should be forwarded to the athletic director for consideration.
6. If approved at the building-level, the request shall be sent to the superintendent of schools as a request for district approval.
7. Parental approval must be confirmed for each student participating in the field trip or excursion. A signed parental permission form is designed for that purpose.

TRIPS ABROAD:

1. All trips abroad require individual board approval. This approval should be requested a minimum of 1 month in advance.

ATHLETIC/BAND TRIPS:

1. Athletic events and band trips/competitions must also fill out the appropriate paperwork at least 2 weeks in advance. **This paperwork is sent directly to the athletic director for approval.** Once approved, the event will be forwarded to the transportation supervisor for scheduling.

***PLEASE NOTE: Due to the lack of spare drivers, we do not have the ability to leave before 8:00 a.m. for a trip. Also, trips must return no later than 2:15. If there is a question concerning an early departure time or a late return time, please have your building principal contact Marty Street at (423-547-8000 ext.1530 or 423-895-0067 prior to scheduling.**

TRANSPORTATION REQUEST FORM INSTRUCTIONS

1. Please complete the following form on your computer.
2. Appropriate information should be typed in the orange-shaded boxes.
3. Type and "X" in the appropriate box or type in the appropriate information in the orange-shaded boxes. Make sure to fill out this form completely and give to the building administrator for approval of fieldtrips, excursions, and academic competitions. Athletic & Band trips need to be forwarded to the athletic director for approval.

ECS TRANSPORTATION REQUEST FORM

TYPE OF TRIP:

FIELDTRIP ATHLETIC/BAND EXCURSION ACADEMIC COMPETITION

METHOD OF TRANSPORTATION:

SCHOOL BUS RENTAL VEHICLE WALKING

DATE OF REQUEST: **GROUP/TEAM/GRADE:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SCHOOL	DATE OF TRIP	DEPARTURE TIME	RETURN TIME

YES NO
DESTINATION IS GREATER THAN 50 MILES

YES NO
DESTINATION IS OUT-OF-STATE

YES NO
DESTINATION IS ON BOARD APPROVED LIST

TOTAL NUMBER INVOLVED

NUMBER OF BUSES OR VANS NEEDED

COST PER STUDENT (if applicable)

DESTINATION

ADDITIONAL STOP 1

ADDITIONAL STOP 2

ADDITIONAL STOP 3

ADDITIONAL STOP 4

YES NO NA
PERMISSIONS SLIPS OBTAINED

YES NO NA
CAFETERIA NOTIFIED IF STUDENTS WILL MISS LUNCH

PERSON(S) IN CHARGE OF STUDENTS REMAINING AT SCHOOL (if applicable):

NAMES & CELL NUMBERS OF CHAPERONES/SPONSORS:

SPONSOR'S NAME

SPONSOR'S EMAIL ADDRESS

ITEMS BELOW - TO BE COMPLETED BY ADMINISTRATION

BUILDING ADMINISTRATOR:

APPROVED DENIED

ADMINISTRATOR'S SIGNATURE

ADMINISTRATOR'S EMAIL ADDRESS

SYSTEM ADMINISTRATOR:

APPROVED DENIED

TRANSPORTATION DIRECTOR

TO BE COMPLETED BY DRIVER:

DEPARTURE TIME

RETURN TIME

TOTAL TIME

DRIVER'S SIGNATURE

***SIGN UPON RETURN FROM TRIP**

***TRIP SPONSOR'S SIGNATURE**

Current Board-Approved Field Trips, Excursions, & Athletic Trips

APPROVED IN-STATE DESTINATIONS, MORE THAN 50 MILES

Approved locations for Academic Fieldtrip/Excursions, Musical Events/Performances, Athletic Camps, Competitions, District, Regional & State Contests:

ATHENS	KNOXVILLE
CHATTANOOGA	LEBANON
COOKEVILLE	LOUDON
CROSSVILLE	MANCHESTER
CLEVELAND	MARYVILLE
CROSSVILLE	MEMPHIS
CAMP CLEMENTS - DOYLE	MORRISTOWN
FRANKLIN	MURFREESBORO
GATLINBURG/SEVIERVILLE/PIGEON FORGE	NASHVILLE
JACKSON	WINCHESTER
JEFFERSON COUNTY	

APPROVED OUT-OF- STATE DESTINATIONS

Approved locations for Academic Fieldtrip/Excursions, Musical Events/Performances, Athletic Camps, Competitions, District, Regional & State Contests:

WASHINGTON, DC	THE "GRAND STRAND" (CONTINUED):
ATLANTA, GA	SOUTH MYRTLE BEACH, SC
ORLANDO (DISNEY AREA), FL	MYRTLE BEACH, SC
ASHEVILLE, NC	NORTH MYRTLE BEACH, SC
BOONE, NC	CALABASH, NC
CHEROKEE, NC	WILLMINGTON (AREA), NC
WINSTON-SALEM, NC	ABINGDON, VA
CLEMSON, SC	BRISTOL, VA
COLUMBIA, SC	GATE CITY, VA
GREENVILLE, SC	RURAL RETREAT, VA
SPRING ISLAND, SC	WISE, VA
THE "GRAND STRAND" (SC & NC):	BLACKSBURG, VA
CONWAY, SC	RICHMOND, VA
GEORGETOWN, SC	WILLIAMSBURG, VA

DESTINATIONS MORE THAN 50 MILES (ONE WAY) OR OUT-OF-STATE

PLEASE NOTE: Above are destinations the board of education has approved for various types of school-related events. Any destination that is further than 50 miles (one way), or that is out-of-state, must be board approved (in advance). This must be done one month in advance to receive board approval. The board meetings are usually the third Thursday of the month. Please send the completed transportation request to Clara Perkins at the central office to have a trip put on the board agenda for approval.

PARENTAL PERMISSION FOR FIELD TRIP / EXCURSION

has permission to make an off-campus field trip/excursion with
 to
Student's Name Teacher, Class, or Organization Location or Destination

The purpose for this trip is:

Students will depart from: at on
School or Location Time Date

Students will return to: at on
School or Location Time Date

Students will travel by: with the following
Vehicle Type

The following is a list of chaperones:

The cost to the student for the fieldtrip is:

In case of accident, injury, or illness, I hereby authorize the trip sponsor to take the above-named student to a physician or emergency room for treatment.

In allowing your child to participate, you agree to release and hold harmless Elizabethton City Schools, administrators, and employees from any and all liability, loss, damages, claims, or actions resulting in bodily injury and/or property damage, in accordance with state law, arising from participation in the fieldtrip/excursion listed above. Fieldtrip/excursions that are not required for a grade are considered "optional" trips and do not qualify as a school fee, and thus are not covered by the fee-waiver form (Board Policy 6.709). Any fieldtrip/excursion may be withheld from a student's participation at the discretion of the chaperone/administrator.

Students are expected to be on their best behavior (as representatives of the school district) and follow the instructions provided by the trip sponsors (chaperones). Students shall comply with these instructions and follow the guidelines for behavior listed in the student handbook and all policies (pertaining to behavior) outlined in Section 6 (Students) of the Elizabethton City Schools Board Policy Manual.

Parent/Guardian Signature: Date:

Emergency Phone Number:

List Any Medical Conditions Pertaining To

Current Medications:

BUS RULES FOR ROUTES AND ALL OTHER SCHOOL-RELATED TRIPS

GENERAL RULES:

1. Employees only are permitted to ride on a school bus. At least one coach, faculty member, or chaperone will accompany each bus.
2. Coaches, faculty members, or chaperones will know the location and directions to desired destination.
3. Coaches, faculty members, or chaperones in charge of the bus will inspect the bus after all students have been discharged to check for damage and any articles that may have been left on the bus.
4. If any food or beverages (**No** glass containers) are given to the group, it is the group's responsibility to see that the bus is cleaned.
5. All trips will be scheduled from school to the destination (and return). Special stops between points will not be permitted unless they are included in the transportation request.
6. In the event of an emergency, ECS employees should contact 911 (if there are injuries), and then contact their immediate supervisor (who shall contact the the central office).
7. All bus rules, school rules, and board policies pertaining to student behavior shall be followed when being transported on a school trip.
9. Students may be allowed to ride home with their parents, providing that the parent sign his/her child out with the chaperone. Under no circumstances may a student be signed-out by someone other than the child's parent, nor shall they be allowed to ride home with a friend without written permission.
10. Above all... as a student, you represent Elizabethton City Schools. As a representative you should exercise caution, good manners, and consideration for others. Always obey the chaperone and driver for your safety and the safety of others.

CONDUCT ON THE BUS:

1. The driver has the authority to assign students to seats.
2. The driver may refer students to their building Principal for any issue that compromises the safety of the students on his/her bus.
3. Keep the aisle clear at all times. No standing in the aisle while the bus is in motion. Students must be in their seats at all times. Books and bags should be placed under the seat or in the student's lap.
4. Remain quiet when approaching railroad tracks so the driver can listen for trains.
5. Keep arms and hands in the bus at all times.
6. Do not throw objects inside or outside the bus.
7. As you enter the bus, familiarize yourself with all of the emergency exits.
8. Fighting, harassment, and hazing are not permitted on the bus. Anyone deemed to fall in these categories will be removed from riding the bus for the remainder of the year.
9. Possession of tobacco products or controlled substances are not allowed and will result in the same discipline as if it were on school campus.
10. Eating and drinking are permitted at the discretion of the driver. Always place items in the trash box when finished. Failure to do so will result in the loss of the privilege.
11. Remain in your seat until the bus comes to a complete stop.
12. Students (and their parents) will be financially responsible for willful destruction of school property.
13. Profanity is not allowed. Loud or abusive talking or shouting will result in removal from the bus.
14. When entering and exiting the bus, always use the hand rail while taking each step one a a time.

