EXTRA-CURRICULAR FIELD TRIPS

Extra-curricular activities are those which do not normally occur during a school day.

Baldwin County Board-approved Extra-curricular Activities Regulations must be
observed when planning activities involving students in grades 7-12.

The State Plan for Excellence prohibits the use of instructional time for extra-curricular
activities. Exceptions must be approved by the Superintendent. Activities which must
take place outside the school day include athletic events, band competitions and other
performances, school-sponsored club activities, and may include other types of
opportunities for students such as Scholars Bowl, Math Team, or Model U.N. The
competitive aspect of the named activities and others is extra-curricular.

FORM CI-104EC – EXTRA-CURRICULAR TRIP REQUEST FORM is to be used.

District or regional academic competitions are intended as an enhancement of the
curriculum. However, every effort must be made to schedule these activities to avoid
interference with classroom instructional time.

CHAPERONES

- Chaperones should be required according to the following ratio NOT INCLUDING
  THE TEACHER: Grades 7-12 -- 1 per 15 students

(The principal, depending upon circumstances, may grant exceptions to these ratios, plus or
minus).

CHAPERONE GUIDELINES

The following statements are rules regarding chaperones on field trips. Please abide by
the policies of the Baldwin County Board of Education. Our emphasis is on the safety
and well-being of each student.
1. Chaperones are expected to be with students at all times, unless there are conditions
   known and approved by the principal.
2. Chaperones are also expected to adhere to Baldwin County Public Schools’ policies
   for drug free, smoke free, and weapon free campuses.
3. Field trips are designed and planned for school-age students in a particular class or
group. Adults (other than the chaperones) or children outside that class or group may
   not be transported or participate without written permission of the Superintendent.
4. Chaperones are expected to provide attention to students in the class or group without
   added distractions or personal responsibilities that could result in a child being
   harmed or lost. Please use cell phones only for an emergency. Talking on cell
   phones distracts everyone from the purpose of the trip.
5. Chaperones should not take disciplinary actions on their own. If a student is misbehaving and the chaperone has asked the student to stop, the chaperone should inform the classroom teacher.

6. Chaperones should be properly dressed in casual and comfortable attire. Inappropriate attire includes bikini tops, short shorts, or any other revealing attire.

7. Chaperones are expected to refrain from inappropriate language, topics, or discussion of other students, teachers, and parents.

RADIUS

- **Trips within the following grade level radius may be taken with principal’s approval:** The grade level radius for grades 7-12 is within a 100 mile radius of the school.
- **Trips planned outside the radius must be given special consideration by the principal before approval is granted.** Ages of students involved and the amount of time spent traveling must be the main factors considered.

LOCAL SCHOOL COORDINATION

Each school is expected to monitor and coordinate activities within the guidelines as established by the school system. If activities, both instructional and extracurricular, are systematically planned and communicated they are less likely to interfere with the student’s classroom time and are more likely to be successful and meaningful.

In-school coordination of trips and resulting make-up work is extremely important, especially at the secondary level. **No secondary teacher is required to provide make-up opportunities unless they receive written notification of an administratively excused absence for the student prior to the event.** This responsibility rests with the student. Students and parents must be informed of this requirement and impressed with the importance of this responsibility as it relates to grades and continued extra-curricular participation.

TRANSPORTATION

All students participating in an academic field trip or an extra-curricular trip will be transported according to trip plans (bus, walking) and their names will appear on the required trip manifest.

The major emphasis is directed to the safety and well-being of each student and also to enable our employees to comply with legal requirements associated with their supervisory duties.
**APPROVAL**

Responsibility for initial approval of trips meeting the regulations and requirements remains with the local school principal. Before approving trips, the principal should give very serious consideration to comparing time involved in travel in relation to time remaining for purposeful instruction and/or learning experiences. Time away from other studies and interruptions of activities planned by other teachers is also a serious consideration.

**Approval of the Superintendent** is required in the following instances and must be submitted at a minimum of two weeks prior to the trip. Trips involving extensive preparation should be submitted in proposal form well before final plans are made:

a. Trips outside the 100-mile radius of the school for any grade level.
b. Overnight trips.
c. * Travel outside the state of Alabama.
d. Travel other than by land.

*Exceptions to this requirement are trips planned into Florida when the area is within approved radius.

**Water Field Trips:** Students may participate in educational activities which require them to wade in the water waist deep. The educational activities where students are in the water are as follows: obtaining water samples to acquire data for projects, seining, and participating in water restoration projects. *Students may not swim for recreation purposes while participating in these activities. Swimming is prohibited.* See Watercraft Field Trip Guidelines for more details.

**FORMS**

**Field Trip Request forms** are to be completed and submitted to the principal for approval at a minimum of three weeks prior to the proposed date of the trip unless there are extenuating circumstances such as tournament competition and playoffs. (Earlier if Superintendent approval is necessary.)

Trip Request forms CI-104A and CI-104EC are available from the Instructional Resource Center and should be supplied through the local school office.

These forms are three-part and are distributed and utilized as follows:

- **White:** The original form is kept by the local school principal.
- **Yellow:** This copy is sent to Transportation/Bus Shop as soon as approval is signed by the principal and two weeks prior to the trip.
Pink: The driver is responsible for recording mileage for the trip and forwarding the form to the Transportation/Bus Shop when trip is completed.

ONE FORM IS TO BE COMPLETED FOR EACH BUS USED.

When a trip is planned which requires approval of the Superintendent, the form is not separated until signed and returned to the school.

ALL TRIPS REQUIRE A PARTICIPANT MANIFEST REGARDLESS OF MODE OF TRANSPORTATION.

In the event a parent desires to have their child return home in their vehicle a letter must be on file in the school office and approved by the principal prior to leaving. Additionally, this must be noted on the bus manifest prior to leaving the school.

A COMMITTEE OF ADMINISTRATORS, SPONSORS/COACHES, AND TEACHERS REPRESENTING EACH GRADE LEVEL AND SUBJECT AREA ASSISTED IN THE DEVELOPMENT OF THESE PROCEDURES AND REQUIREMENTS. THEY WILL BE REVIEWED AND REVISED AS NEEDED.

Revised August 2006

HIGH SCHOOL BAND

The following events are recommended as appropriate:

MARCHING BAND - 2 contests - 1 in county or adjacent county and 1 away. Marching contests are weekend events.

CONCERT BAND -- District Contest - 1 school day
State Contest - 1 school day

SOLO AND ENSEMBLE - on weekend in District

HONOR BAND - in county, may leave during 4th block on Friday and Saturday, selected students only.

ALL-STATE TRYOUTS - on weekend

ALL-STATE FESTIVAL - 2 school days - involves only a selected group of students.

ALABAMA ALL-STATE JAZZ BAND-held at the same time as AMEA Conference. Involves only a selected group of students-2 school days. (A very limited number of students are involved.
HONOR BAND FESTIVALS - sponsored by colleges and universities. Directors may attend two. Only a selected group of students is involved and these events are scheduled on a Thursday, Friday and Saturday. The festivals are usually audition opportunities for the students and scholarship offers may follow.

INVITATIONAL (BIG TRIPS) - With approval from the principal and superintendent, trips may be taken every other year.* These trips must be within a 500 mile radius of the school. No county bus transportation will be provided and there will be no costs to the school or system. Some invitational trips may require one school day. Special permission may be requested for trips beyond these limits. A full explanation of travel details, fund raising, educational value, etc. will accompany such request.

Some students who regularly enroll in marching band occasionally encounter scheduling conflicts. These students may be unable to schedule marching band as a class. They are to be allowed to participate in the extra curricular aspects of marching band. This includes after school practices, scheduled events, competitions, and trips.

MIDDLE SCHOOL BAND

Middle school band shall be a learning program based on techniques with less stress on competition.

The following events are recommended as appropriate:

DISTRICT CONTEST - 1 school day

STATE CONTEST - 1 school day

SOLO AND ENSEMBLE - in Mobile or District 7, one weekend

HONOR BAND - in county, Friday and Saturday, selected students only

ALL-STATE TRYOUTS - on weekend

ALL-STATE FESTIVAL - 2 school days, selected students only

INVITATIONAL (BIG TRIPS) - With approval from the principal and Superintendent, trips may be taken every other year.* These trips must be within a 500 mile radius of the school. No county bus transportation will be provided and there will be no costs to the school or system. Some invitational trips may require one after 12:00 p.m. school day.

Band participation at middle school football games shall be at the principal’s discretion.
The following events are recommended as appropriate:

DISTRICT CONTEST - 1 school day

STATE CONTEST - 1 school day

ALL-STATE/HONOR CHOIR FESTIVAL - 2 school days, selected students only

ALL-STATE TRYOUTS - in District 7, 1/2 school day, selected students only

SHOW CHOIR FESTIVALS - in state, 1 school day

INVITATIONAL (BIG TRIPS) - With approval from the principal and Superintendent, trips may be taken every other year.* These trips must be within a 500 mile radius of the school. No county bus transportation will be provided and there will be no costs to the school or system. Some invitational trips may require one school day. Special Permission may be requested for trips beyond these limits. A full explanation of travel details, fund raising, educational value etc. will accompany any such request.

* Middle and high school directors shall work together to prevent both schools in a community from taking a big trip in the same year.