

**Southwest Georgia STEM Charter School**  
**Policy S32: Field Trips**  
**Adopted: October 22, 2020**

Any trip involving students at Southwest Georgia S.T.2.M. Charter School must be approved by the School Leader. The Governing Board must approve any field trip over 75 miles or if the trip is an overnight trip. A “Field Trip Request Form” should be submitted to the School Leader at least 10 days in advance of the date requested for the trip. Additional information regarding field trips is found on the “Field Trip Request Form”.

Buses must be cleaned after each use and the teacher/sponsor/coach will be held responsible for this. Any mechanical problems or accidents should be reported immediately to the School Leader’s office.

An activity permission form for that activity must be on file for each student involved. A child will not be permitted to participate in a field trip without a permission form. No field trips will be allowed during the first two weeks of school, during state exam test dates, or the last two weeks of school.

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Field Trip Guidelines

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1. Adequate chaperone coverage should be provided for each trip.
2. A qualified driver must be used who has a CDL license with passenger endorsement and is approved by the School leader. Charter bus companies may be used if approved by the school Leader.
3. Vehicles used for field trips must not be abused or damaged by the participants. Sponsors are to help keep the bus, or vehicle used, as clean as possible and if necessary, have it cleaned upon return to school (especially inside the bus).
4. Rules of the school are applicable on all field trips taken. The sponsor(s) are to insure all rules and regulations are followed. Any violations should be reported in writing, to the principal for corrective action.
5. Bus rules that are posted in the bus must be adhered to on all field trips or school sponsored events. Each sponsor or chaperone must help the driver enforce these rules.