



# Georgia Department of Education

## Policies and Procedures

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|----------------|-----------------------------------|---------------|--|
| Policy Title:  | <b>Field Trips, State Schools</b> |               |  |
| Policy Number: | <b>SS-6011 IFCB</b>               |               |  |
| Release Date:  | <b>07-13-06</b>                   | Last Revised: |  |

### Purpose

To provide guidance regarding the use of field trips and other off-campus educational trips for students at the three State Schools.

### Applicability

This policy applies the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

### Policy

The School Directors of each State School shall ensure that field trips have proper instructional value, are well-chaperoned, and adhere to curricular content of the school.

### General Provisions

The School Director shall ensure that:

1. Students participating in the trip/off-campus activity have signed parental permission to be included in the activity.
2. Students participating in the trip/off-campus activity have sufficient and satisfactory supervision.
3. The medical needs of students, including the administration of prescription medications or other health measures, will be addressed and completed by appropriate school personnel during the trip/off-campus activity.

In the event of accident or injury during the trip/off-campus activity, the School Director and parents of the student(s) involved shall be contacted immediately. The State Schools shall follow procedures and protocols set forth in the Emergency Preparedness Plan.