

### FIELD TRIPS

★ **ALL Field Trip MUST FOLLOW Board Policy: [2320P Field Trips](#).**

★ **Check with your building regarding building timelines and requirements.**

- Field trips, when used as a teaching strategy integral to the curriculum or to extra-curricular programs, are educationally sound components in the instructional/extra-curricular programs of the schools.
- Such trips must supplement and enrich classroom/extra-curricular programs by providing learning experiences in an environment beyond the school.

Date	Details	District Representative
August – CURRENT SCHOOL YEAR	Complete and submit field trip paperwork for all forecasted field trips for the upcoming year	Building Field Trip coordinator
October – CURRENT SCHOOL YEAR	Follow up to determine if all submitted field trips have been approved	Building Field Trip coordinator
Days Prior to Trip	Details	District Representative
Upon Approval	Promote the Field Trip	Teacher
30	Communicate if the trip has been canceled	Building Field Trip coordinator
	Secure your <b>DISTRICT APPROVED</b> chaperone	Teacher
	Secure/request funding <b>FIELD TRIPS – One-day local classroom extension activities</b> Covered Expenses are listed below: <ul style="list-style-type: none"> <li>Substitute coverage</li> <li>Bus transportation to and from the event</li> </ul> ★ It is recommended that a minimum of two (2) adults supervise a field trip	Teacher
	Secure transportation	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
	Secure guest teacher/substitute/class coverage	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
	Submit updated itinerary and trip details (if changed after original request)	Building Field Trip coordinator
15	Distribute field trip forms, itineraries, and other documents	Students/Parents
10	Collect and submit all informed consent forms	Building Representative (school nurse)
5	Inform of students' absences	Attendance Secretary
		Building Staff (teachers)
	Verify transportation details	District transportation coordinator
3	Obtain all necessary contact numbers (in case of emergency)	Teacher
	Review any special medication or personal health care needs ** All medications, prescription, and non-prescription, licensed health care professional orders, and signed parent/guardian permission for medications must be in the Health Room.	District registered nurse/health room assistant
Day of	The staff member designated to administer medications shall pick up and count medications in the office before departure.	Teacher
Day of Return or 1 Day After	Upon return, all medications will be counted and returned to the health room along with the paperwork	District registered nurse/health room assistant
	Return all receipts and documentation	Shama Desarda CTE Administrative Assistant
	Update on participant attendance	Attendance Secretary Building Staff (teachers)