

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.

Field trips are defined as any travel (including walking) away from school premises, under the supervision of coordinating staff members, for the purpose of affording students direct learning experiences, not available on the school site, that align with grade and curricular standards or provide valuable extensions to the school program.

- ★ **ALL** Field Trip **MUST FOLLOW** Board Policy: [2320P Field Trips](#).
- ★ Check with your building regarding building timelines and requirements.

| Complete   | Date  | Details  | District Representative  |
|--|---|--|--|
|  | August –<br>CURRENT<br>SCHOOL YEAR                              | Complete and submit field trip paperwork for all forecasted field trips for the upcoming year  | Building Field Trip coordinator  |
|  | October –<br>CURRENT<br>SCHOOL YEAR                             | Follow up to determine if all submitted field trips have been approved   | Building Field Trip coordinator  |
| <b>Category 1: Single Day, Extended Day, In-state field trip</b><br><b>District policy: 30-days</b>          |   |  |  |
| Complete   | Days Prior to Trip  | Details  | District Representative  |
| <b>CANNOT BE COMPLETED UNTIL FIELD TRIP IS APPROVED BY BUILDING ADMINISTRATION AND CTE HAS BEEN NOTIFIED</b> |   |  |  |
|  | Upon Approval   | Promote the Field Trip   | CTSO Advisor   |
|  | When approved<br>and prior to the<br>organization's<br>deadline | Complete registrations and submit them to CTE Office   | CTSO Advisor   |
|  |   | Complete any additional reservations not covered   | Building Office Manager or Treasurer<br>then work with Shama Desarda<br>CTE Administrative Assistant |
|  | 30  | Communicate if the trip has been canceled  | Building Field Trip coordinator  |
|  |   | Secure your <b>DISTRICT APPROVED</b> chaperone   | CTSO Advisor   |
|  |   | Secure/request funding   | CTSO Advisor   |
|  |   | See <a href="#">2023 - 2024 CTSO CTE Club Advisor Guide .pdf</a>   | CTSO Advisor   |
|  |   | ★ <b>Extended Day, In-state field trip</b> -<br>Complete TRAVEL AUTHORIZATION REQUEST (PRIOR APPROVAL)<br>See <a href="#">2023 - 2024 CTSO CTE Club Advisor Guide .pdf</a>   | CTSO Advisor   |
|  |   | Complete registrations and submit them to CTE Office   | CTSO Advisor   |
|  |   | Complete any additional reservations not covered via registration  | Building Office Manager or Treasurer<br>then work with Shama Desarda<br>CTE Administrative Assistant |
|  |   | Secure transportation (i.e., airfare if applicable)  | Building Office Manager or Treasurer<br>then work with Shama Desarda<br>CTE Administrative Assistant |
|  |   | Secure guest teacher/substitute/class coverage   | Building Office Manager or Treasurer<br>then work with Shama Desarda<br>CTE Administrative Assistant |
|  |   | Submit updated itinerary, budget, 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)   |
|  | 7   | ★ <b>Extended Day, In-state field trip</b> -<br>Host an informational parent meeting   | Students/Parents   |
|  | 5   | Inform of students' absences   | Attendance Secretary   |
|  |   | Verify transportation details  | Building Staff (teachers)  |
|  | 3   | Obtain all necessary contact numbers (in case of emergency)  | District transportation coordinator  |
|  |   | Obtain all necessary contact numbers (in case of emergency)  | CTSO Advisor   |
|  | Day of  | Review any special medication or personal health care needs<br>** All medications, prescription and non-prescription, licensed health care professional orders and signed parent/guardian permission for medications must be in the Health Room. | CTSO Advisor   |
|  |   | The staff member designated to administer medications shall pick up and count medications in the office before departure.  | District registered nurse/health room assistant  |
|  | Day of Return or 1<br>Day After                                 | Upon return, all medications will be counted and returned to the health room along with the paperwork  | CTSO Advisor   |
|  |   | Return all receipts and documentation  | Shama Desarda<br>CTE Administrative Assistant  |
|  |   | Update on participant attendance   | Attendance Secretary   |
|  |   | Building Staff (teachers)  | Building Staff (teachers)  |
|  |   | Complete TRAVEL EXPENSE REIMBURSEMENT (PRE-AUTHORIZED)<br>See <a href="#">2023 - 2024 CTSO CTE Club Advisor Guide .pdf</a>   | CTSO Advisor   |
|  |   | Submit CTE Additional Compensation<br>See <a href="#">2023 - 2024 CTSO CTE Club Advisor Guide .pdf</a>   | CTSO Advisor   |

| Category 2: Overnight Field Trips, Out-of-State Field Trips (including Victoria and Vancouver, BC area), and Outdoor Education Program Field Trips<br>District policy: 45-days |  |   |   |
|--|--|---|---|
| Complete   | Days Prior to Trip                                     | Details   | District Representative   |
| CANNOT BE COMPLETED UNTIL FIELD TRIP IS APPROVED BY THE SUPERINTENDENT AND CTE HAS BEEN NOTIFIED   |  |   |   |
|  | Upon Approval  | Promote the Field Trip  | CTSO Advisor  |
|  | Upon Approval  | Update the CTE Department that the trip has been approved   | Shama Desarda<br>CTE Administrative Assistant   |
|  | When approved and prior to the organization's deadline | Complete registrations and housing arrangements and submit them to CTE Office<br>• Include <b>bus driver accommodations</b> when applicable.  | Building Office Manager or Treasurer then work with Shama Desarda<br>CTE Administrative Assistant |
|  |  | Complete any additional reservations not covered  | Building Office Manager or Treasurer then work with Shama Desarda<br>CTE Administrative Assistant |
|  | 45   | Communicate if the trip has been canceled   | Building Field Trip coordinator   |
|  |  | Secure your <b>DISTRICT APPROVED</b> chaperone  | CTSO Advisor  |
|  |  | Secure/request funding<br>See <a href="#">2023 - 2024 CTSO CTE Club Advisor Guide .pdf</a>  | CTSO Advisor  |
|  |  | Complete TRAVEL AUTHORIZATION REQUEST (PRIOR APPROVAL)<br>See <a href="#">2023 - 2024 CTSO CTE Club Advisor Guide .pdf</a>  | CTSO Advisor  |
|  |  | Secure transportation (i.e., airfare if applicable)   | Building Office Manager or Treasurer then work with Shama Desarda<br>CTE Administrative Assistant |
|  |  | Secure guest teacher/substitute/class coverage  | Building Office Manager or Treasurer then work with Shama Desarda<br>CTE Administrative Assistant |
|  |  | Submit updated itinerary, budget, and trip details (if changed after original request)  | Building Field Trip coordinator   |
|  |  | Distribute field trip forms, itineraries, and other documents   | Students/Parents  |
|  | 30   | Collect and submit all informed consent forms   | Building Representative (school nurse)  |
|  | 15   | Host an informational parent meeting  | Students/Parents  |
|  | 14   | Inform on students' absences  | Attendance Secretary  |
|  | 7  | Host an informational parent meeting  | Building Staff (teachers)   |
|  | 5  | Verify transportation details (if using District transportation)<br>Obtain all necessary contact numbers (in case of emergency)   | District transportation coordinator   |
|  |  |   | CTSO Advisor  |
|  |  | Review any special medication or personal health care needs<br>**All medications, prescription and non-prescription, licensed health care professional orders and signed parent/guardian permission for medications must be in the Health Room. | Building Representative (school nurse)  |
|  | 3  | The staff member designated to administer medications shall pick up and count medications in the office before departure.   | CTSO Advisor  |
|  |  | Upon return, all medications will be counted and returned to the Health Room along with the paperwork   | District registered nurse/health room assistant   |
|  | 1 Day Prior or Day of                                  | Return all receipts and documentation (i.e., hotel receipt)   | Shama Desarda<br>CTE Administrative Assistant   |
|  | Day of Return or 1 Day After                           | Update on participant attendance  | Attendance Secretary  |
|  |  | Return all receipts and documentation (i.e., hotel receipt)   | Building Staff (teachers)   |
|  |  | Complete TRAVEL EXPENSE REIMBURSEMENT (PRE-AUTHORIZED)<br>See <a href="#">2023 - 2024 CTSO CTE Club Advisor Guide .pdf</a>  | CTSO Advisor  |
|  |  | Submit CTE Additional Compensation<br>See <a href="#">2023 - 2024 CTSO CTE Club Advisor Guide .pdf</a>  | CTSO Advisor  |