

## Field Trip Procedures

The following are guidelines to be used in preparation for field trips. Field trip hours are 9:15 a.m. to 1:45 p.m. (if going by district bus). Students must arrive back to school no later than 2:15 on any other field trips (i.e. walking, community transit).

Please complete the following steps.

1. Teachers should submit a *Field Trip Information Form* to the school office at least **20 school days** prior to a bus field trip and at least 2 days prior to a walking field trip. Information needed includes: trip destination, date and times of departure from and return to school, total numbers of students/adults going, trip objectives any costs associated with trip (admissions, parking, etc.).
2. The secretary will prepare the *Field Trip Request Form* and submit it to Transportation at least 10 days prior to field trip. Notification of the field trip will be sent to the cooks, custodian, health room assistant, specialists and teachers.
3. Any admissions and/or costs necessary for a field trip **must be collected and turned in to the office on a daily basis**. All fees (admissions/costs) must be collected in full within 10 days of a field trip in order to obtain a Purchase Order in a timely manner. Trip admission costs are considered “donations” and must be worded as so in the letter home to the parents/guardians. The school is required to pay the admission cost of any student who does not bring in the “donation.”
4. All students must complete a *Field Trip Permission and Informed Consent Form* for each trip. The teacher will take a copy of the permission form on the trip and the office will retain a copy. It is the responsibility of the teacher scheduling the trip to see that all permission forms have been completed and returned for each student prior to going on the trip. Only written permission forms signed by parent or guardian will be accepted. Students who do not turn in their signed permission forms will not be allowed to go on the field trip.
5. Teachers need to pick up a school First Aid Kit and student medications in the health room the morning of the trip. Check with the health room assistant two days prior to the trip to make sure that the kit and all medications will be ready.
6. Teachers need to be prepared to give the bus driver specific travel/route directions and must have made prior arrangements for bus parking at the field trip destination.

7. For walking field trips, the *Field Trip Permission and Informed Consent Form* must also be completed and copied (follow Procedure #3) in order for students to go on the trip.
8. In the event of an emergency while on a field trip, the staff member in charge will notify the principal and make arrangements for prompt notification of parents of all students involved in the field trip activity.
9. All chaperones must complete a *Volunteer Application* prior to going on a field trip. Forms are available in the office. District Policy does not allow chaperones who have not had a background check through the volunteer application process to attend field trips. Siblings are not allowed on field trips.