

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.

Field Trip Board Policy: [2320 Field Trips](#)

| Complete | 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 |
| Category 1: Single Day, Extended Day, In-state field trip District policy: 30-days | | | |
| Complete | Days Prior to Trip | Details | District Representative |
| CANNOT BE COMPLETED UNTIL FIELD TRIP IS APPROVED BY BUILDING ADMINISTRATION AND CTE HAS BEEN NOTIFIED | | | |
| | Upon Approval | Promote the Field Trip | Teacher |
| | 30 | Communicate if trip has been cancelled | Building Field Trip coordinator |
| | | Secure your DISTRICT APPROVED chaperone | Teacher |
| | | Secure/request funding FIELD TRIPS - One day local classroom extension activities Covered Expenses listed below: <ul style="list-style-type: none"> Substitute coverage Bus transportation to and from the event ☆ 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, itinerary and other documents | Students/Parents |
| | 10 | Collect and submit all informed consents | Building Representative (school nurse) |
| | 5 | Inform on students' absences | Attendance Secretary |
| | | | Building Staff (teachers) |
| | 3 | Verify transportation details | District transportation coordinator |
| | | Obtain all necessary contact numbers (in case of emergency) | Teacher |
| | Day of | 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 |
| | | 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) |