

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 – 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
	14	Collect and submit all informed consents	Building Representative (school nurse)
	5	Inform on 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)	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.	Teacher
		Obtain all necessary contact numbers (in case of emergency)	District registered nurse/health room assistant
		The staff member designated to administer medications shall pick up and count medications in the office before departure.	
		Upon return, all medications will be counted and returned to the health room along with the paperwork	Teacher
	Day of Return or 1 Day After	Return all receipts and documentation	District registered nurse/health room assistant
		Update on participant attendance	Shama Desarda CTE Administrative Assistant
			Attendance Secretary
			Building Staff (teachers)