

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
	September – CURRENT SCHOOL YEAR	Complete the 2022 - 2023 CTSO/Club Conference/Competition Planning Guide (NEW) for all forecasted field trips for the upcoming year	NA – Microsoft Form
	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	CTSO Advisor
	30	Communicate if trip has been cancelled	Building Field Trip coordinator
		Secure your DISTRICT APPROVED chaperone	CTSO Advisor
		Secure/request funding See 2022 - 2023 CTSO/CTE Club Advisor Guide REV 08.2022	CTSO Advisor
		Extended Day, In-state field trip - Complete TRAVEL AUTHORIZATION REQUEST (PRIOR APPROVAL) See 2022 - 2023 CTSO/CTE Club Advisor Guide REV 08.2022	CTSO Advisor
		Complete registrations and submit to CTE Office	CTSO Advisor
		Complete any additional reservations not covered via registration	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
		Secure transportation (i.e., airfare if applicable)	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, budget, 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)
	7	Extended Day, In-state field trip - Host an informational parent meeting	Students/Parents
	5	Inform on students' absences	Attendance Secretary
			Building Staff (teachers)
		Verify transportation details	District transportation coordinator
	3	Obtain all necessary contact numbers (in case of emergency)	CTSO Advisor
		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.	CTSO Advisor
	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)

Category 2: Overnight Field Trips, Out-of-State Field Trips (including Victoria and Vancouver, BC area), and Outdoor Education Program Field Trips 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 CTE Administrative Assistant
	45	Communicate if trip has been cancelled	Building Field Trip coordinator
		Secure your DISTRICT APPROVED chaperone	CTSO Advisor
		Secure/request funding See 2022 - 2023 CTSO/CTE Club Advisor Guide REV 08.2022	CTSO Advisor
		Complete TRAVEL AUTHORIZATION REQUEST (PRIOR APPROVAL) See 2022 - 2023 CTSO/CTE Club Advisor Guide REV 08.2022	CTSO Advisor
		Complete registrations and submit to CTE Office	CTSO Advisor
		Complete any additional reservations not covered via registration	Building Office Manager or Treasurer then work with Shama Desarda CTE Administrative Assistant
		Secure transportation (i.e., airfare if applicable)	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
	30	Submit updated itinerary, budget, 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)
	7	Host an informational parent meeting	Students/Parents
	5	Inform on students' absences	Attendance Secretary
			Building Staff (teachers)
		Verify transportation details (if using District transportation)	District transportation coordinator
	3	Obtain all necessary contact numbers (in case of emergency)	CTSO Advisor
		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.	Building Representative (school nurse)
	1 Day Prior or Day of	The staff member designated to administer medications shall pick up and count medications in the office before departure.	CTSO Advisor
	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 (i.e., hotel receipt)	Shama Desarda CTE Administrative Assistant
		Update on participant attendance	Attendance Secretary
			Building Staff (teachers)
		Complete TRAVEL EXPENSE REIMBURSEMENT (PRE-AUTHORIZED) See 2022 - 2023 CTSO/CTE Club Advisor Guide REV 08.2022	CTSO Advisor
		Submit CTE Additional Compensation See 2022 - 2023 CTSO/CTE Club Advisor Guide REV 08.2022	CTSO Advisor