

Field Trip Procedures

1. At least one month prior to a one day field trip, submit a Field Trip Request form to the Principal's Assistant. For multiple day trips, submit the form at least six months in advance. Please be sure to submit request forms with a roster of the students going on the trip.
2. As soon as the trip is approved by the Principal's Action Committee, teachers are responsible to:
 - Send an email to all teachers and office staff with the date, times, and rosters for all of the students attending.
 - At least two weeks advance notice for these emails is necessary. If you are an off-campus leader, please email information to the Principal's Assistant who will forward it to staff.
 - Submit a leave of absence form in order to allow arrangements for campus responsibilities.
 - Ensure all chaperones are fingerprinted through LiveScan and approved by the principal/administrator
3. At least 48 hours in advance, submit lesson plans to the Principal's Assistant for the substitute teacher.
4. If you plan on utilizing the school's bus, clear it's usage with the Athletic Department and then submit a Transportation Request Form (available on the Front Drive in the Athletics folder) to formally request the bus. You can check bus availability, if desired, before submitting your field trip request. Turn in Transportation Request Form to the Principal's Assistant to be submitted to the maintenance department for staffing.
5. Collect the necessary permission slips and money for every student at least two days prior to the event.
6. Turn in all funds collected for the field trip to the Principal's Assistant to be receipted and turned into the Business Office. To pay for field trips, submit a PO to pay vendors for reimbursement.

7. If students are being billed to their account for the cost of the trip – request a billing form from the Principal's Assistant to list student for billing to be submitted to the Business Office.

8. Parent Drivers:

- Confirm that the front office has current insurance and driver's license information.
- Give driver a copy of permission slips for students riding in their vehicle.
- Confirm time, directions, and plan with drivers.

9. If only a few students in a grade level are being left behind for various and sundry reasons, please plan a comparable educational opportunity for these students.

Also: Coordinate with the Vice-Principal and the Principal's Assistant regarding the teaching schedule for that day. Communicate to these students what their schedule will be for that day. Students should still attend their math and foreign language classes.

10. When students return to campus, have a plan for them. For instance, if your students are returning at 12:30 from a morning-long field trip, their teacher may not be expecting their return in the middle of third period unless you make arrangements. Please ensure a plan is in place for the continuing education of the students as they return.

11. In order to promote a consistent education process at the end of the year, field trips planned for after April 30th will rarely be approved. Please plan accordingly.