

Field Trip Request Procedures

Board Policy

(Excerpt from BP 6153)

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

In advance of a study trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

The teacher wishing to sponsor trips must obtain approval by adhering to the following procedures:

1. Check on the availability of the place you would like to visit.
2. Secure tentative approval by the principal before announcing the destination to the public or students of the school.
3. Do a preliminary check with Transportation for open dates at least 5 weeks prior to the trip, if a bus is needed.
4. Complete a Transportation Request Form.
5. Complete a Site Field Trip Request Form and obtain the principal's approval at least 60 school days prior to the trip.
6. Notify the Cafeteria of the trip, if it involves being gone at lunch time, one month before the scheduled date of the trip.
7. Prepare a letter for parents with an explanation, purpose and itinerary of the trip. (The letter should be translated for 2nd language parents.) Send the letter, and the permission slip, home at least 10 days before the trip. Include a due date for the return of the permission slip.
8. Get at least one chaperone per 10 students.
9. Check with the nurse to find out if any students take medications or have special medical problems. (This should happen at least 3 days before the trip; even for walking field trips.)
10. Take the trip. Take your First Aid Kit along.
11. Students stay with the group, and return with the group, unless parents have arranged in advance for one of them or for another relative, such as grandparents, to pick them up. The child should be turned over personally to the agreed upon party. Check for ID.
12. Follow-up after the trip with lessons pertinent to the anticipated learning and expected outcome from the trip.