

Richland Elementary School Field Trip Procedures

- Submit items (including field trips) for the monthly calendar the last week of the month to Mr. Shaffer. All items must be approved by the administration.
- Put all activities (field trips, presentations, and cafeteria rehearsals) on the large calendar in Mrs. McNary's office. Consult this calendar before making any arrangements. Do not plan any field trips after Spring Break through TCAP testing week (2nd-5th grades)
- **If a field trip request form is not submitted 15 days (20 days for out of town trips) prior to the proposed date, the trip will not be approved.**

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. Field trips must be an integral part of the curriculum and essential to the instructional process. To be educationally beneficial, a field trip requires a critical selection process and detailed advance preparation. The following factors are to be considered in determining the feasibility as well as planning and conducting field trips:

- *the value of the activity to the class, group, and age level
- *the correlation of the trip to actual classroom instruction
- *the mode and availability of transportation
- *the cost of the field trip
- *the ability to ensure a safe environment
- *the availability of adequate supervision

Field trips are categorized as either local, out of town, or out of country. The teacher must complete the proper request forms and have the approval of the administration and regional superintendent prior to the field trip. Out of town and out of country field trips require the approval of the principal and the Associate Superintendent of Student Programs and Services 15 days in advance. Please submit out of town requests to Mrs. McNary **20 days** prior to the trip so that the form can then be sent to the Regional Superintendent in a timely manner.

Requests for local trips must be submitted to Mrs. McNary at least **15 days** prior to the field trip in order to send the form to the Regional Superintendent at least 10 days prior. After completing the request and gaining approval, use the Field Trip Checklist to ensure all procedures are followed. All requests will be faxed to the Regional Superintendent by office staff after administration approval. A copy of the request form will be placed in the requesting teacher's box by Mrs. Clark once the trip has been approved.

Bus Request Forms should be submitted to Mrs. Moody after the field trip has been approved. A list of students involved in the activity must be provided to the office staff at least 2 full days before the trip. The list should include homeroom sections. Notify the office if a student does not go on the trip and the class in which they will be staying. Student permission forms are required for a student to participate in a field trip. Information on all aspects of the field trip should be communicated to parents as soon as possible. Students must be supervised at all times on field trips. Students must be made aware that they are representing Richland Elementary School while on field trips and their conduct must be in accordance with school expectations. A copy of the field trip permission form can be found in the Teacher Handbook. Field trips that involve more than one class should arrange bus transportation. Even field trips with a small number of children must have a minimum of two school personnel on the trip. Only utilize personal cars for transportation when the number of students on the trip is so small that a bus

would not be feasible. Parents driving on trips must submit a copy of their driver's license and insurance card. A copy of the Parent Insurance Form can be found in the Teacher Handbook. **All end of the year field trip money is required to be turned in by April 5th. No money will be accepted after April 5th.**