

Field Trip Protocols and Procedures

All field trips

1. Fill out field trip request form.
2. Submit form to DC at least 10 school days prior to event.
3. DC brings the form to the Assistant Principal's office and submits an excel spreadsheet with a list of students who are expected to attend at least 5 school days prior to event.
4. MOE personnel will run eligibility and communicate students' status to teacher and DC. Teachers and DCs may choose to inform students that they have time to bring up their grades if they want to attend.
5. Assistant Principal's office will send a list of students who will miss class in weekly field trip email to the building.
6. Teachers can request that eligibility is re-run **up to 48 hours before the event**. Students who are not eligible 48 hours before the event should not miss class to participate.

In-building field trips

7. Parents must receive notification if students are going to miss class. An email to all parents will suffice; emails can inform parents that they must contact the teacher if they do not want students to participate.
8. **Student field trip forms are NOT required for in-building field trips;** however, every effort must be made to remind participating students that they are responsible for inquiring about and making up and work that is missed.
9. Teachers need to take attendance and report to the Deans' office which students were on the field trip list but did NOT attend, whether due to illness, parent concern or any other reason.

Out of building field trips

7. **Student field trip forms are required for out of building field trips.** Teachers can distribute forms to students as soon as they receive DC and Assistant Principal approval. Students are responsible for checking in with their teachers to find out what work will be missed; however, **teachers are not asked to grant permission for students to miss their class.**
8. Parents must sign field trip forms before students can attend.
9. Teachers should retain signed forms and take them on the trip in case of emergency.
10. Teachers need to take attendance and report to the Deans' office which students were on the field trip list but did NOT attend, whether due to illness, missing field trip form or any other reason.

Field trips that are essential to the curriculum

If a field trip is a required part of the course and an acceptable, in-class alternative is not an option, students' grades in classes they will miss should not prevent them from attending. Examples would be dual credit CTE courses or legislative simulations in American Government.