

Field Trip Guidance

With the close proximity of our schools, the question of what constitutes a field trip is frequently asked. The following guidelines are offered to ensure that student safety is addressed and parents are informed of the whereabouts of their student.

- Any trip that takes students away from district property is to be considered a field trip and requires staff to complete the full field trip packet with permission slips and following timelines given in the packet.
- Trips that take students to a different campus for a **one-time event** and involve students from various homerooms (district choir or band festival, etc) require a full field trip packet with permission slips and following timelines given in the packet.
- Trips that take the same group of students to a different campus multiple times during the year on a regular schedule require the field trip packet with permission slip to be completed once. On the permission slip, the line asking for dates should read something like, “the first Tuesday of each month,” or give the actual dates. The time of departure and return should also be filled in. **It is important that the teacher pick up any medications needed from the health room each time they go.**
- Trips that take students to a different campus **multiple times** throughout the year, but not on a regular schedule require a full field trip packet with permission slip and following timelines given to be completed once. The teacher should include a note to parents indicating the reason for the trips, the location, and approximate number of times and dates during the year. On the line asking for the date on the permission slip, the teacher should indicate “multiple.” **This line should not be left blank.** For these trips, **the teacher must notify the health room staff one week in advance of the planned date and time of the trip each time they are going.** An email listing date, time and location will suffice for this notification. **The teacher must then pick up any medications needed from the health room on the day of the trip.**