



Field Trip Procedures (including walking field trips)



When planning for a field trip please complete the following as early as possible:

- Submit a **field trip request form** for all field trips (including walking trips).
- Complete lunchroom forms (if needed)
- Complete bus forms (if needed)
- Send permission forms to parents (If needed) Please notify parents if permission form is not required

Please complete the following the **2-5** days before:

- Submit rosters to the **office 2 days** in advance and include list of students going as well as a list of student that are staying back with location/teacher monitoring them
- Communicate your plans including leave times, return times, etc. with school nurse, parents, resource teachers, activity teachers, SRO, and all other necessary individuals
- Send a list of students to the teacher staying back so that students can be accounted for and communicate to students and other teachers where students should report to

Please complete the following on **the day** of the trip:

- You must provide the office with a class roster of students present and going on trip and students staying back which includes the teacher and location responsible for them during the trip. This can easily be printed from Infinite Campus by following these steps:
 - Instruction>reports>blank spreadsheet>generate PDF
 - Blank spreadsheet
 - Write the bus number on the roster and turn in to the office
- Print a roster with photos for yourself to take on the trip by following these steps:
 - Instruction>students>roster>homeroom>print options>
 - Click picture-Large, add info such as household phone & address, guardians, etc.>Generate PDF
 - While on trip, take your roster and take roll at transitions (loading and unloading bus) and take roll when you return from trip
- Take emergency contact information(from your IC printout), lunches, medical bag provided by nurse which should be packed with inhalers/epi pens, etc.

Stephens County School System Field Trips and Excursions Request BOE Policy IFCB

Field trips/Competitions that are out of state, more than 100 miles, or overnight must be approved by SCBOE. Requests to be SCBOE approved must be submitted by noon on the second Tuesday of the month. All approved field trips can be reviewed on EBoard-SCBOE Meeting Agenda @ https://simbli.eboardsolutions.com/SB_MeetingListing.aspx?S-4145

If field trip is in-state, less than 100 miles, and not overnight it can be approved by the school's Principal.

Bus requests must be submitted to the Bus Shop 2 weeks in advance.

School: _____ Class/Organization: _____

Teacher/Sponsor: _____

Location (City/State): _____ Venue: _____

Date(s) of Trip: _____ To: _____

Time of Departure: _____ Time of Return: _____

Mode of Transportation: _____

Cost per Student: _____ Number of Students: _____

Funding Source: _____

Names of Teachers and Chaperones: _____

Educational Standards of Field Trips: _____

Summary of Itinerary: _____

Sponsor Signature

Date

Principal Signature

Date

STEPHENS COUNTY SCHOOL NUTRITION FIELD TRIP LUNCH REQUEST FORM

1. All students will have the option of receiving sack lunches for field trips.
2. Submit this form to the SN Manager a **minimum of 10 days** prior to the field trip. This allows adequate time for the Manager to order the food and supply items needed.
3. The teacher in charge of the field trip will notify the SN Manager of **any student absences on the morning of the field trip**. They must complete and sign a roster the day of the event. The completed roster must be provided to the Manager at the time the meals are picked up. Complete the roster by marking only the students that will be receiving a meal. If a student is not listed write their name on the bottom of the roster. **Roster info will be entered after the meal is served, if a student leaves with a parent or brings lunch, please update accordingly. Roster must be accurate.*
4. The teacher in charge of the field trip is responsible for insuring that each child receives their complete lunch including milk. The SN Dept. will supply coolers that need to be returned to the cafeteria.
5. **Lunches are provided only for students.** Any request for adults, teachers, bus drivers, etc. Should be arranged and paid for ahead of time with the cafeteria manager.

TEACHER _____ TODAY'S DATE _____
FIELD TRIP DATE _____ DESTINATION _____
ESTIMATED NUMBER OF LUNCHES _____
MILK CHOICE: CIRCLE CHOCOLATE OR WHITE

STUDENT NAME AND ALLERGY IF APPLICABLE:

STEPHENS COUNTY SCHOOL NUTRITION
FIELD TRIP LUNCH REQUEST

DATE OF FIELD TRIP: _____

TEACHER: _____

PROJECTED NUMBER OF MEALS: _____

DATE REQUEST RECEIVED: _____

(GROCERIES MUST BE ORDERED 2 WEEKS PRIOR TO EVENT)

- CHOICES:
- _____ PBJ SANDWICH W/CHEESE STICK*
FRUIT COMPONENT
GRAHAM CRACKERS
VEGGIE DIPPERS*
MILK CHOICE*

 - _____ HAM & CHEESE SANDWICH*
FRUIT COMPONENT
GRAHAM CRACKERS
VEGGIE DIPPERS*
MILK CHOICE*

 - _____ TURKEY & CHEESE SANDWICH*
FRUIT COMPONENT
GRAHAM CRACKERS
VEGGIE DIPPERS*
MILK CHOICE*

ALL ITEMS WITH * ABOVE MUST BE KEPT IN A COOLER WITH ICE AND CONSUMED WITHIN 4 HOURS.

* PLEASE NOTE ANY ALLERGIES OR SPECIAL ACCOMMODATIONS REQUIRED.

CHOICES ARE SUBJECT TO CHANGE DEPENDING ON PRODUCT AVAILABILITY