



## Crawfordsville Community School Corporation

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# Field Trip Request Form

Date Submitted: \_\_\_\_\_

Location of Trip: \_\_\_\_\_

Group: \_\_\_\_\_

Cost to the Student: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

School time missed: \_\_\_\_\_

Staff Rep: \_\_\_\_\_

Fundraising options:

How does this trip (mark those that apply):

- A. Supplement and enrich classroom procedures:
  
- B. Arouse new interests among students:
  
- C. Help students relate school experiences to the reality of the world outside of school:
  
- D. Bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience:
  
- E. Afford students the opportunity to study real things and real processes in their actual environment:

## Field Trips and Food Allergens From CCSC Policy 5360

### G. Field trips with food allergens:

1. When a student or an adult on a field trip has a life-threatening food allergy, sack lunches will be prepared by the school's food service department for field trips in an effort to keep all students and adults safe from a potential allergic reaction that could result in death.
  - a) Teachers will inform parents/guardians of the field trip and any known allergens affecting the students attending the field trip at least two weeks prior to the field trip.
  - b) An adult attending the trip who has a life-threatening allergy requiring accommodations is responsible for alerting the building administrator or teacher at least five days in advance of the trip.
  - c) If a parent/guardian notifies the school five days prior to the day of the field trip, students and adults with documented dietary needs or cultural dietary preferences may bring their own lunch from home if meals do not contain known allergens impacting students.
  - d) All participants, students and adults that have not made prior arrangements will be required to purchase the specially prepared lunch.
  - e) If a student has a life-threatening food allergy, the child's parent should be encouraged to attend the field trip to monitor the child.
  - f) A specially prepared lunch will be provided by the school's food service department to meet food allergy guidelines.
  - g) Students and adults provided a meal will be charged through the school's food service department. Free and reduced lunch status will be applied as usual.
  - h) A trained school employee, such as a classroom teacher, will accompany the class on the field trip and will maintain an epinephrine auto-injector for each student with a life-threatening allergy. A student who is trained in using epinephrine may carry his/her pen and may self-administer epinephrine.
  - i) A copy of the student's Life-threatening Allergy Management Plan (LAMP) will be taken on all field trips. The school employee will follow the student's Life-threatening Allergy Management Plan (LAMP).
  - j) In all situations where epinephrine is given, a staff member will immediately call 911. The parents or legal guardians will be notified after calling 911 as stated in the LAMP.