

Field Trips

A field trip is an excursion by a group of students to a place away from their normal environment. This could include trips to other states, across town or even just to another district location. These trips are an important part of the educational experience of our students and can enhance student experiences when planned and executed thoroughly and correctly.

To ensure all aspects of the field trip planning and preparation are considered, please carefully review the following requirements that include notifying multiple departments, depending on the nature of the field trip.

Board of Education: Approval from the Board of Education is required for any field trip to another state or country.

Business Services: The Travel Plan Budget form needs to be completed and submitted so that we can make sure the P-card has the appropriate limit and permissions for travel. Business Services also needs to be informed for insurance purposes.

Travel Plan_Budget.xlsx

Health Services: Health Services must be notified of ALL field trips, including a list of students attending no later than 2 weeks prior to the field trips departure. Without advance notice, Health Services staff may be unable to provide training, delegate nursing services, or assign an appropriate substitute to attend which will compromise the safety of students requiring medical interventions. Once notified, Health Services will train personnel, prepare and send needed medications, emergency medications, first aid kit, list of students with health conditions, and emergency guidelines information. You must have a delegated staff member assigned annually by the District RN attending the trip as needed for medications/ procedures. We will not exclude any child from attending a field trip related to a medical condition.

Human Resources: Any volunteers during overnight field trips must be fingerprinted and approved through HR. If classified staff members are attending an overnight trip and are not related to special education, those names of the personnel participating and their roles needs to be approved through HR prior to the trip.

Nutrition Services: Your school's kitchen needs to be informed at least one week in advance of the number of students who will be out of the building during the lunch period. Also inform them at least one week in advance of the number of students who will need a sack lunch from the cafeteria for the trip.

Special Education Services: The Case Manager at the school must be notified in the event that a student with an IEP requires direct services while away from the school and participating in the activity. Examples of this service may include: (One to one paraprofessional or teacher support required by the IEP, consistent safety monitoring required by the IEP, Sign Language Interpretation required by the IEP, or other medically related services listed in the IEP that are administered by Special Education Staff). The Case Manager will communicate these items with the Special Services Director in advance of the activity so that the department may consider the request for non-typical services outside of the regular school setting.

Transportation: Transportation must be notified at least one week in advance of requesting a trip. More advanced notice helps ensure availability of vehicles and/or drivers. Please fill out the top portion of the request form completely. (From top to the dark line that reads Fund:) It is very important that the fund number is included to prevent delays. Please ensure accurate counts are provided for the number of students & adults going on the trip as it will affect which size of vehicle is scheduled. When traveling out of town, please provide an address for the destination location. [Request for Transportation Link](#)

Requirements of group/program leaders who schedule performance tours to other school buildings WITHIN the district:

The program director or group lead (teacher, etc) must do the following:

- Prepare a participant roster and print a “Person Summary Report” from Infinite Campus for each participant. This provides all emergency contact information that may be needed.
- At least two (2) weeks in advance of the event, provide the participant roster and “Person Summary Reports” to the health tech(s) so that they can prepare for any health conditions and/or training that needs to be completed.
- Travel with a copy of the roster and Person Summary Reports.
- If the group involves participants from various schools, ensure each school knows which students from their school are traveling with the group and appropriate health techs are notified two (2) weeks in advance.

*Follow your individual school process for request forms, parental permission, and other related information. Field trips may be canceled or rescheduled related to late notification to any of the above, or failure to notify any of the above.