

CHENEY SCHOOL DISTRICT

FIELD TRIP CHECKLIST

Field trips constitute an important feature in school programs as enhanced learning opportunities. Teachers have the same legal obligation to exercise reasonable supervision of pupils on field trips as they have in other supervisor situations. All necessary precautions for the safety of the students must be taken. The following checklist represents a framework within which these quality experiences can be planned by the teacher and principal.

1. **Check Building and District Calendars and avoid any conflict between proposed field trip date and scheduled events.**

2. **Coordination/Approval.**

In order to obtain approval for **local** field trips (walking as well as those needing District transportation) please submit

- District Form No. 203, Field Trip Authorization Request

- If needed: Form No. 200, Bus Trip Ticket **at least 2 weeks prior to field trip date**

In order to obtain approval for extended/overnight field trips, please submit

- Form No. 210A, Extended/Overnight Field Trip Plan **at least 4 weeks prior to field trip**

- District Form No. 203, Field Trip Authorization Request

- Copy of Form No. 210B, Extended Field Trip Permission Slip to school nurse **at least 4 weeks prior to field trip**

- If needed: Form No. 200, Bus Trip Ticket **at least 2 weeks prior to field trip date**

3. **Parent/Guardian Permission.** No student will be allowed to participate in any field trip or off-site activity without the written consent of a parent or guardian. District Form No. 210, Parent Permission Slip, needs to be on file for all students for the current school year for **local** trips. District Form No. 210B, Extended Field Trip Permission Slip, needs to be on file for all students for **extended/overnight** trips. Teachers will bring them along during the field trip. (If a student's health status changes, a new Form No. 638, Health & Fitness History, should be completed and routed appropriately.)

4. **Notify District Nurse and building health aide.** Copy of Form No. 203 routed to the health room and building health aide, including names of students participating in the field trip with special accommodation and/or health, allergy or medication needs, **at least 2 weeks prior to field trip date.** (There may be a need for training or special staff.)

5. **Special Requirements and Conditions.** Consider: aides, equipment, fees, lunch, clothing, **copy of letters to parents and students.**

6. **List of Chaperones, Supervisors, Helpers.** Keep in mind the nature of some activities may require that parents/volunteers clear a criminal background check prior to the activity. For clarification, see the building principal. If a parent is transporting his/her child, Form No. 240, Parent/Guardian Driver Agreement, must be completed.

7. **Lunches.** Notice to the cooking kitchen and cashier if sack lunches are needed or if no school lunches will be purchased that day. Submit lunch count to building cashier. If sack lunches are requested, include a list of participating students with allergies.

8. **Inform Other Staff.** Notice to all specialists, special education, and other teachers affected by the field trip.

9. **Inform Security Officer.** Notice to the District Security Officer of location of field trip.

10. **Non-participating Students.** It is the responsibility of the teacher planning the field trip to make provisions for their students who will not be participating in the activity. These provisions will include:

- Meaningful and appropriate alternative learning activities, materials and assignments provided.
- Supervision of these students by a staff member.

11. **Inform Building Secretary.** Notice to the building secretary, including list of students gone, times away from the building, and destination.

12. **Extended Field Trips.** For extended field trips, see Board Policy No. 2320 and use District Forms No. 210A and 210B.

13. **Costs.** List source of funds.

14. **During the Field Trip.** The teacher is responsible to bring Parent Permission Slips (Form No. 210 or 210B) for all students and any medication needed by individual students. Please remember to remind students that they represent our school and community while they are on field trips.

I have completed the above tasks.

Teacher(s) Signature(s)

Date