

## **Sennett Middle School Field Trip Requests**

A Field Trip request Form should be filled out any time that you take a group (2 or more) of students off school grounds. Small incentive lunches or walks will not be counted toward your yearly field trip count.

### **Purpose:**

Field trips can enhance the curriculum and enrich the educational experiences of students. They also take valuable time during the academic day. Use discretion in your choices and include information on the purpose of your trip in your communications with parents/families.

### **Time:**

Remember to allow for travel time, transitions, lunches and school bus schedules. Avoid scheduling academic and homeroom trips during Encore classes. Check the electronic master calendar in advance so that overlapping activities do not occur. Be sure to schedule your trips in advance so that 48 hour advance notice can be given to the cafeteria if students will miss lunch or need a bag lunch to go with them on the trip.

### **Expense:**

Teachers are responsible for procuring financial resources for field trips including transportation, chaperones and ticket/entrance fees. Remember, we have a large number of students on free and reduced lunch and sending in money can be difficult for many families.

### **Planning your trip:**

1. Check the electronic calendar to make sure no conflicts exist. A copy of the four month activities calendar is also posted in Deb Ptak's office.
2. Fill out the Field Trip Request Form and submit it to Deb Ptak (two weeks in advance if possible). She will give approval to all field trip requests and will maintain records regarding all trips. Once the trip is approved and transportation arrangements have been finalized, a copy of the request form will be given back to the staff member submitting the request. A copy will also be given to the secretarial staff who will place the event on the master calendar.
3. Once the trip has been approved plans can be finalized including: securing tickets/reservations, chaperones, parent/family information and permission slips.
4. Questions concerning billing/payment should go to the lead secretary. Advanced notice must be given for any checks.

### **The Day of the Trip**

1. Two days prior to departure, communicate with the health office regarding any students with health/medication needs. Make sure that you bring all home contact and emergency information regarding these students with you on the trip. The health office will prepare all medications and have them labeled and packaged for you.
2. Do a "body count" for yourself and the office immediately in the morning the day of the trip. Take along a class roster including parent/family phone numbers.
3. Give the office your cell phone number or take the school's cell phone with you on the trip.
4. Pick up the check if you are paying that day. No last minute surprises, please!
5. Get a receipt if money is involved. Return it to the office ASAP.
6. Inform students of the itinerary and a plan for what to do if they become separated from the group.
7. If a student is missing, call the main office and request that an Administrator be located. They will collaborate with you to develop an action plan.
8. If a medical emergency arise, call 911 first. Designate a point person for cell phone communication. Contact the school's main office and state that there is an emergency and you need to speak to an administrator. If you need to contact an administrator during the hours the office is closed, contact them on their cell phones.

**Colleen Lodholz: 212-2314    Deborah Ptak: 332-9556**

9. For overnight or extended fieldtrips (i.e. return after school hours in the evening) you must notify Colleen or Deb once you return to school safely and all the students have returned home. If there is a problem with student pick-up after a trip, please remember that only district registered staff should be transporting students in their personal vehicles. If you chose to do so without being a registered staff member, you assume personal liability.