

FIELD TRIP PROCEDURES

These guidelines were developed to:

- 1) assist in year-long planning
- 2) clarify allowable field trips
- 3) inform parents of expenses to expect throughout the year
- 4) provide balance and equity for the time students are out of class

Fees - Because cost is such an important consideration, plan no more than one trip per year that involves a major expense (Upham Woods or Chicago, for example); shorter trips where there is a fee should be spread out; and free trips are encouraged (such as the planetarium). Scholarships need to be arranged for students who can not afford the fees. Notify parents of all trips as early as possible so they can plan for the expense.

Participation - All students should go on class trips unless they are excluded because of their IEP or, in the case of reward trips, because they have not earned the trip. Criteria for award trips should be specific, and shared with students and parents well in advance; activities for those not going should also be planned and shared with parents. Individual or small group trips (under **10 students**) **are not counted in the six trip total**.

Number of trips - Academic and Homeroom - Each academic class is limited to six trips during the school year. Of these six trips only one can be a full day event.

Number of trips - Encore - We encourage Encore teachers to schedule one trip per semester. Trips should enhance instructional goals and work to provide real life application to the Encore experience.

A field trip is defined as any time students leave school grounds under staff supervision for a school event. Trips not counted in the six - Year end Dells trips for students; an end of the year class or house trip or picnic, (this trip can only take place during the designated week); eighth grade careers trip; and reward walking lunches when students bring money (McDonald's, pizza, etc.). For financial reasons please limit the number of reward lunches taken per semester.

There are plenty of team bonding and reward options that don't require leaving the building or an expense. For example, some houses have provided movies and told students that they could bring snacks and individual drinks to share. There's usually plenty to share with students who forget or aren't able to bring a snack.

Extended Field Trips—Any field trip, which exceeds 200 miles in distance, is considered an extended field trip and requires approval from the Superintendent in addition to the principal. See "forms" section. Once the forms are complete they are to be given to the assistant principal for processing. Do not plan the trip until initial approval is obtained. You will be provided with a copy of the initial approval form when it is obtained.

Approved trips

Academic trips - each one counts as one of the six allowable trips

Full day - one per year

Upham Woods(only overnight trip allowed)

Chicago or Milwaukee museums

Academic block trips (students will not miss Encore classes)

No fees required

Memorial Planetarium

MacKenzie Environmental Center

Cherokee Marsh

Popp's Cave

Fees required (including bus)

Veterans Museum

State Historical Society

Public Library

UW

MATC

Community Service

Team Building / Honor Roll / Social Trips (during Acad. time only) should be counted in the six trip total.

bowling

movies

picnics

skating

Approved Encore Trips (others can be added per Assistant Principal approval)

Full day - P.E. Ropes Course

Half day or less(students taken from Academic and Encore classes)

Tennis Club Trip(Free)

WSMA Large Group Festival - Choir

WSMA Large Group Festival - Band

WSMA Large Group Festival - Orchestra

Seventh Grade Choir Festival

PLANNING

Field trips require careful planning. Plan at least two weeks prior to desired field trip and make sure that the number of trips, types of trips, cost per trip, and the length of trips are within the field trip guidelines.

Procedure:

1. Check the master calendar electronically or the hardcopy calendar in the Assistant Principals office before any planning takes place.
2. Fill out the "Field Trip Request Form" located in the office. The form is then given to the Assistant Principal. The Assistant Principal will order all buses. The teacher submitting the request is responsible for computing student fees, obtaining checks etc...
3. You will receive a copy of the "Field Trip Request Form" with notification of approval once the request is processed. Approved field trips are listed in the Announcements for staff notification.
4. The teacher planning the trip is responsible for notifying staff who will be attending if they are to miss any classes.
5. Fees: Plan trips carefully and in advance, since they require money. Collect student fees prior to the field trip. Turn in any "late payments" to the lead secretary the day you receive them. If a check is needed, ask office staff to cut the check the day prior to the field trip. Do not wait until the last minute!
6. Medical Issues: Provide the health office with a list of students who will be attending the trip. Coordinate plans for any medications or anticipated health issues.

Day of Field Trip:

1. Do a "body count" for yourself and the office immediately in the morning the day of the trip and take along a class roster including parent/guardian phone numbers.
2. Give the office your cell phone number or take the school's cell phone.
3. Pick up the check from office staff.
4. Get a receipt if money is involved. Return to the office ASAP.
5. Inform students of the itinerary and a plan for what to do should they get separated from the group.
6. Should a student be missing, call school to develop an action plan including parent contacts, etc.
7. Medical emergencies can occur at any time. Staff may deal with minor medical issues. All other emergencies should result in an immediate 9-1-1 call. After emergency services are contacted, a staff member should contact the Principal immediately.
8. For out of town fieldtrips, a designated staff member should contact the school via phone when the group has safely arrived at the designated location and again upon departure for the return trip to school.
9. If any students are missing at the designated departure time, wait no more than 30 minutes and then contact an Administrator to develop a plan of action.