

### **Procedure: FIELD TRIP PLANNING**

- **Once Administrative approval has been granted, the proper forms must be filled out and distributed to the following areas: Custodial Supervisor, Café Services, Main Office, Nurse, and CASA.**
- Each grade level (or class) can take two field trips per year. With my approval, a grade level may ask for an exception. I like to grant exceptions for the right reason.
- All WMS field trips are to be connected with and reinforce our studies (curriculum) in Literacy and the Grade Levels.
- At WMS no single field trip will cost parents more than \$15.00. From time to time our PTO has helped us with funds to keep the cost of a trip to \$15.00 or less. We can continue to work with our PTO in this area depending on the PTO's priorities and ability to help.
- No student will leave school for a field trip without a signed parent permission slip. An administrator may get approval over the phone. This should be a rare occasion.
- We expect that students who do not go on trips will be here at school, supervised in another classroom, etc. We "never" suggest to students who choose not to go on field trips to stay at home. We will work with parents and staff to see that these children have a productive day. Teams need to plan for students who do not go on a field trip. These plans must be filed with the Principal one-week before the trip.
- All chaperones will be pre-arranged and assigned their "students" before the busses are boarded for trips.
- Chaperones will not be permitted to take their younger children, pre-schoolers or toddlers with them as they act as chaperones. Chaperones must be free to focus on our students without distractions. This is very important! It is about liability and accountability! A chaperone must be an adult over 18 years of age.
- Yes, a parent may drive his or her child to a field trip (follow the bus). They may take "only" their child in their own car.
- Yes, a parent may take their own child home from a field trip in his or her own car. They may take only their own child. Make sure the child is dismissed to his/her parent. If carpooling to or from a field trip parents must be with their own child. We will not approve a parent to take someone else's child in their car.

- Teachers are required to check with our school nurse about medication, allergies and what medication, EPI pens, etc. need to be taken on field trips.
- Our school nurse has prepared first aid kits to be taken on field trips. You must check with the school nurse to make sure a member of your team has picked up the first aid kit on each field trip. Please return first aid kit as soon as you return from your trip.
- There are scholarships for students and parents who cannot afford a trip. Do your best to sense why, but if a child chooses not to go on a trip, talk to their parent. Be as sensitive as possible. Do ask the parents to call administration. We can certainly cover the cost for a few children on every grade level for all trips.
- Teachers should make sure and reinforce in memos to parents when students will return from trips. Some trips return early and students go home on regular dismissal busses. At times students return after dismissal (4:00-5:00pm). Remember that teachers must not leave any student unsupervised until they have been picked up.
- At WMS field trips are an important part of our curriculum. We do not exclude any student for disciplinary reasons. However, if there are safety concerns see an administrator. We encourage all students to attend. At times we may ask some parents to come with us to be with their child to help us with supervision.

Please feel free to refer any parent to me if you receive questions about these guidelines.