

FIELD TRIP PLANNING PROCESS (*with hints*) at FCTS

You've conceived of a great field trip that will support your aims for your students' educational outcomes. Before going on a field trip you must first have the trip approved by the administration in order to make this day a reality. To do this, you must complete and submit (up to) 5 simple forms to your immediate supervisor.

- 1) Obtain a Field Trip Request Form.
- 2) Check with Terry Lapachinski in the Main Office to make sure there are no other conflicts (primarily for students) on your desired day.
- 3) Complete a Field Trip Request Form. Two weeks advance notice is requested. This form also requires you attach a lesson plan and specific references to the relevant curriculum framework (academic or VTE). This form must have 3 signatures of approval and takes a few days to travel through towards final approval.
- 4) Are chaperones accompanying your group? Typically 1 chaperone is required for every 10 students. All proposed chaperones should be named on the Field Trip Request Form: the administration will make every effort to accommodate your chaperone choices while attempting to minimize staff absence from the building during the course of the current year. Due to the new fingerprint CORI law, please check with Administration before promising a parent they can chaperone a field trip.
- 5) Transportation? How will you be getting to there? If you plan to use a school vehicle, please initiate a request for a vehicle using the Help! icon on the network and select Vehicles: provide 1) Name, 2) date, 3) depart/return times, and 3) number of students and numbers of staff. Your ticket will typically be addressed via e-mail within 24 hrs and, if a vehicle is available, provide you with your assigned vehicle number(s). If you plan to travel by coach or chartered school bus, contact Pam Reipold at Kuzmeskus Bus Company, 863-2595 for cost estimates. Then, follow up by having a conversation with the Director of Curriculum as to funding options.
- 6) If your trip is approved, complete a Leave Request in AESOP for yourself, indicating the approved trip as "school business." Next, create a permission slip specifically for your field trip using the template in the Forms folder in Teacher Shared. All students must turn in a signed field trip permission form in order to participate. Lastly, all approved chaperones should complete a Leave Request in AESOP that indicates the trip they were approved to assist with your field trip.

7) Medical clearances are obtained by submitting a copy of the completed Students Out-of-the-Building Form to the school nurse no less than 48 hours prior to leaving on your trip. Student IDs must be provided and can be located in IPASS under “student to view.” The nurse must get this information in order to adequately notify you of any of your students’ existing medical conditions. The Students Out-of-the-Building Form is in the Forms folder in Teacher Shared.

8) **On travel day, Pam LaPierre must be given a copy of the Students Out-of-the-Building Form on the day of the field trip *prior to your departure*.** You may fill this form out ahead of time with the anticipated students and their student IDs, **BUT** the day of the field trip you must recheck this list and update any last-minute student changes. A staff cell phone number is required prior to departure. Keys are obtained in the Main Office. Vehicles are picked up behind the back garage.

9) **To avoid last minute problems before the trip:** If using a vehicle other than a FCTS bus, call the bus company at least the day before the trip to confirm transportation plans. Review lunch plans. If applicable, contact your host to ensure that they are ready for your group. Organize and retain copies of all forms and make sure your permission slips are complete. Ensure your students know how to represent our school when off-site. Consult with the Assistant Principal if you have any behavior or disciplinary concerns prior to the trip. Consider getting a notice on the bulletin to inform students/staff of an upcoming trip; e-mail this to Terry Lapachinski to add an announcement to the bulletin.

10) **To complete the trip:** *Return vehicle to behind the back garage. Vehicles must be locked and key returned to the Main Office with completed Vehicle Trip Slip (found in vehicle).* Follow up with an administrator to discuss successes and, as in school, report any problems/submit referrals. Ensure that a “thank you!” by e-mail, mail, or telephone comes from you and/or your students to people who went out of their way to make your trip a success—this is important. And finally, assess how it went—reflect on your trip’s effectiveness as an educational experience: How did your field trip enhance **a)** what you are trying to teach and **b)** enhance what your students are learning. Consider applying an informal summative assessment as a follow-up to help evaluate how on target your students are in relation to your intended learning outcomes. A successful field trip can be among the most memorable educational experiences for your students.