

DATE: August 5, 2022
TO: Staff
FROM: Ivan Diaz – Assistant Principal
SUBJECT: Field trip/Out-of-Class Activities

This is to inform you that the office of Mr. Diaz will be responsible for field trip activity request forms and process/procedures. Please note the following criteria as a friendly reminder.

- Pre-arranged absence(s) forms are required for:
 - On-campus activities during the school day (**Special Events Form** will be used)
 - Off-campus activities during the school day (**Pre-arrange Form** will be used)
 - Off-campus activities in the evening or on weekends when transporting students (**Release of liability/medical release form** will be required)
- Activities not requiring parental permission:
 - Fundraising in town after school or on weekends.
 - Evening activities on campus.

CRITERIA:

Class field trips or out-of-class activities must meet the following criteria:

- Be an activity which cannot be duplicated before or after school.
- Be an experience which cannot be duplicated in the classroom.
- Students involved in the activity must make up all work and time, at the discretion of the teacher, PRIOR to leaving on the activity.
- **Field Trips cannot be scheduled during dead week (December 5-9, 2022 and May 25, 2023 – June 2, 2023), finals week (December 12-16, 2022 & June 5-7, 2023) or during testing dates for PSAT, Smarter Balanced, CAST, ELPAC, or AP – please refer to the quick reference guide for Santa Maria High School.**
- Out of state field trips must be Board approved (please submit paperwork in time for Board Approval)
- If district transportation is needed, refer to district bulletin for procedures.

PROCEDURES:

1. Complete a **Teacher Activity Request form** (available in mailroom) and submit to Denise Robles in Mr. Diaz' office at least seven (14) school days prior to the date of the activity.
2. Upon approval, appropriate forms will be placed in your mailbox.
3. The teacher in charge of activity collects all student pre-arrange forms and turns them in to Denise Robles in Mr. Diaz' office for approval, at least seven (7) days prior to the date of the activity. (If a student has at least one (2) "not approved", the request will be denied and not signed by the administrator.)
4. **Prior** to AP approval, form must be completely filled out, including teacher/advisor (in charge of activity), parent, and student signatures, emergency phone numbers, student ID number.
5. After approval by administrator, the forms will be returned via mailbox to the teacher in charge of the activity to be taken during the field trip.
6. **After the activity**, pre-arrange forms are submitted to the **Attendance Office** within two school business days to ensure prompt attendance clearance.

TEACHER ACTIVITY REQUEST FORM

Please complete this *Prior Approval* for your student activity and return to Denise in Mr. Diaz' office **30 days before an overnight event, at least 14 days before the scheduled event, due to COVID protocols.**

***Field Trips cannot be scheduled during dead weeks or during testing dates for PSAT, Smarter Balanced, CAST, ELPAC, or AP – please refer to the quick reference guide for Santa Maria High School. ***

Teacher/Advisor(s): _____ Club/Organization: _____

Date(s) of Activity: _____ (Please see school year calendar on back)

Period(s): 1° 2° 3° 4° 5° 6° 7° FULL DAY

Forms Needed: Pre-arranges Liability/Medical Release

Approximate time of departure: _____ AM / PM _____
Day/Date

Expected time of return: _____ AM / PM _____
Day/Date

Meeting point of departure: _____ Return: _____

Transportation: School Bus Charter Bus School Vehicle/s Private Vehicle/s
 Rental Other: _____

Destination: _____

Purpose of Activity: _____

Funding Source: _____

Number of students attending: _____

Supervisor/Advisor of Activity: _____

Emergency contact #: _____

***NOTE: PRE-ARRANGE AND/OR MEDICAL LIABILITY RELEASE FORMS WILL NOT BE PROVIDED UNTIL TRIP IS APPROVED BY ADMINISTRATOR.**

For office use only

Approved/Denied _____
Administrator *Date*

Forms issued Calendar Copy to DO (Out of State/Country Field Trips)

Revised: Drobles
2/10/2022