

SHS FIELD TRIP PROCEDURES

Please follow the steps below for all field trip requests.

1. Step 1: Receive approval 1st from your Department Head.
2. Step 2: Check the SHS Activity Calendar & SHS Faculty Calendar
 - a. Check for heavy sub days like (Mentor Cohort meeting days), club days, early dismissals, etc. Please try to avoid these days when planning a field trip.
3. Step 3: Meet in person to receive approval from Assistant Principal (Bridget Nelson).
Be prepared to provide the following:
 - a. Trip destination
 - b. Educational value of the trip
 - c. Trip cost and plan to pay for trip
 - d. Names of requested chaperones
 - e. Transportation plan/needs
4. Step 4: Fill out field trip request in Travel Tracker (found in Clever)
 - a. Follow Travel Tracker prompts
 - b. Must complete the current step before moving to the next
5. Step 5: After final Travel Tracker approval (AP, Principal, Central Office)
 - a. Field Trip permission forms are located on the website (Teacher Resources)
 - b. All students will need to fill out a field trip permission form
 - c. See Bookkeeper for account/payment information
 - d. See Bookkeeper for receipt book(s) to receipt student payments
 - e. If cash will be disbursed to students, see Bookkeeper to get a cash disbursement form
 - f. See Bookkeeper to get and fill out proper spending request forms **BEFORE** any purchases are made
 - g. Do not sign any contracts. Only the Principal (Dr. Linkenhoker) is authorized to sign a contract.
 - h. Send the Attendance Secretary and the School Nurse a list of all students attending the field trip **AT LEAST 1 WEEK IN ADVANCE**. *Failure to do so may result in your field trip getting canceled.*
 - i. Attendance Secretary prepares a list of students with medical alerts
 - ii. The School Nurse has to check the list of all her medical alert students and create an individualized field trip bag. The FT bag can contain emergency meds (i.e. inhalers, seizure meds, diabetic supplies).

- iii. ***Teachers/Students/Parents need to understand that a FT deadline is just that - a DEADLINE. It is not best/safe practice to add/remove students from the FT list within that week leading up to the FT.***
 - iv. Attendance and School Nurse stay extremely busy and last minute changes could result in an emergency medication situation where the proper medicine is not with the student.
6. Step 6: Teachers/Faculty members must pick up their Field Trip bags from the School Nurse and return them to the School Nurse upon return.
- a. There have been occasions where the FT bag was prepared and not picked up. This is a big issue if a student would have a medical emergency and you are not prepared as the leader of this field trip.