

DATE: August 20, 2024  
TO: Staff  
FROM: Monica Pallan – Assistant Principal  
SUBJECT: Field trip/Out-of-Class Activities

This is to inform you that the office of Mrs. Pallan 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)

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 9-13, 2024, and June 2-6, 2025), finals week (December 16-20, 2024 & June 9-11, 2025) or during testing dates for 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 Melissa Barredo in Mrs. Pallan's 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 Melissa Barredo in Mrs. Pallan's 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