



Field Trip Procedures

1. Once the teacher receives the confirmation email from Travel Tracker that their trip has been approved (by Bonnie, Kelly, Forest, and Lewis), the teacher is required to email Teresa to add the field trip to the SHS Faculty Calendar. Please provide her with the location, date, and begin and end times of the trip.
2. **Must receive a signed permission form back from every student.** Form is linked on the SHS website under Teacher Resources and titled, “Field Trip Permission Fillable.” There is also a blank form attached. Verbal permission, emailed permission, text permission, etc. are NOT acceptable.
3. See Bookkeeper for:
 - a. Account/payment information
 - b. Receipt book(s) to receipt student payments
 - c. A cash disbursement for if cash will be disbursed to students
 - d. Getting and filling out proper spending request forms BEFORE any purchases are made
4. Do not sign any contracts. Only the Principal (Dr. Linkenhoker) is authorized to sign a contract.
5. Send the Attendance Secretary and the School Nurse a list of all students attending the field trip **at least 1 week in advance of the trip.** Failure to do so may result in your field trip getting canceled.
 - a. Attendance Secretary prepares a list of students with medical alerts
 - b. 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)..
 - c. 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.
 - d. 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. Teachers/Faculty members must pick up their Field Trip bags from the School Nurse and return them to the School Nurse upon return. 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.
7. Signed permission forms must be brought on the field trip by the lead teacher (teacher who made the field trip request).