



ORCHARD PARK CENTRAL SCHOOLS

Field Trip Procedures

Field Trips consist of ANY and ALL trips in school or off school grounds by a class, club, team, group, or any other activity which is organized at or through the school, whether during school time or not.

The following must be completed prior to the field trip and the attachments submitted to the building principal for FINAL APPROVAL before departure:

- Faculty members sponsoring field trips should follow the procedures outlined in the **Field Trip Request /Instructional Plan form** (attached) and submit to the building principal a minimum of **3 WEEKS** prior for a day trip (time limit may be waived in unusual circumstances) and **6 WEEKS** prior with an overnight trip. NO FIELD TRIP WILL COMMENCE WITHOUT APPROVAL OF THE BUILDING PRINCIPAL. EXTENDED TRIPS WILL NOT COMMENCE WITHOUT THE APPROVAL OF THE PRINCIPAL AND SUPERINTENDENT. OUT OF COUNTRY FIELD TRIPS WILL NOT COMMENCE WITHOUT THE APPROVAL OF THE PRINCIPAL, SUPERINTENDENT AND THE BOARD OF EDUCATION.
- **(HS/MS Only)** Professional courtesy for your colleagues suggests that no field trips be scheduled after May 15th of any school year.
- Complete **Field Trip Request/Instructional Plan Form and Field Trip Transportation Request Form (if necessary)**. Both forms need to be turned into the Building Principal. Confirmation for transportation will come directly from the Transportation Department. It is suggested that the bus be inspected at the beginning of the field trip for any damage to seats, windows, etc. that occurred before students entered the bus. This form must be completed for all field trips.
- Written permission of the parent/guardian must be received before any student is allowed to attend the trip. All signed **Field Trip Parent/Guardian Permission form**, which includes all necessary medical information, must be copied and given to the Main office BEFORE leaving for the trip. It is suggested that the original permission forms are brought on the field trip in case of an emergency. This form must be completed, signed and dated by the parent/guardian for all field trips.
- Request approval of each student's teachers whose classes will be missed for the field trip. When a teacher feels that a student should not miss a particular class, the teacher should communicate this to the teacher(s) in charge of the trip. Therefore, a **typed list of the students participating**, must be distributed (through e-mail) to all faculty, administrators, the school nurse, and Main Office personnel at least **TWO WEEKS** in advance of the trip. Provide information as to teacher(s) in charge, class / groups name, date(s) and times of the trip, place and purpose of the trip, with a brief statement of the intent or description of the activity.



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- The field trip organizer must meet with the school nurse after field trip approval and prior to departure. The school nurse has field trip medical kits that will accompany EVERY field trip. In the event that a student on your field trip has a medical condition, the school nurse will review that information with the trip organizer at that time. The school nurse will also provide any medications and dosing directions directly to trip organizer immediately before leaving the school where appropriate.
- At least 3 days prior to the day of the field trip, the Main Office MUST have a copy of the **Field Trip Request /Instructional Plan Form**, an updated **roster of the students attending** the trip, the **Field Trip Transportation Request form and the Field Trip Checklist Form**.
- All **Field Trip Consent Forms** should be brought to the field trip by the field trip organizer and should be turned into the Office after the field trip is completed.
- When possible, immediately before leaving on the trip, after attendance is taken by the teacher in charge, the most up to date roster of attendees should be delivered to the Main Office.
- For extended field trips, the Main Office must additionally have copies of **daily itineraries of each destination including hotel information as well as itineraries on all ground / air carriers used throughout the trip.**