



Field Trip
Resource Book
2019-2020

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Field Trip Procedures

1. A teacher who plans to take one or more students on an educational field trip outside of the building must complete a Field Trip Request Form.
2. Turn in your Field Trip Request form to your department chair and then to the Activities Director for Approval.
3. The teacher must complete a Bus Request Form which is also available through SchoolDude request.
4. Once you have completed the Bus request form, please return it to the Activities Director.

Next Steps:

1. You will receive an email when your department chair approves or denies your request.
2. If your request is approved by the department chair, your form will then be routed to the Activities Director for final approval and to activate your field trip. You will receive an email when the Activities Director approves and activates or denies the trip.

Please keep in mind that field trips must be arranged to minimize loss of instructional time. Whenever possible, outings should be scheduled after school or on weekends.

Field trips will not be approved during:

- Special testing or program days
- SAT, AP, similar exam days
- Three weeks before the end of each semester.

*****No more than two field trips per semester will be approved for any teacher.**

*****The number of field trips approved for any given day may be limited to four or a total of 200 students.**

*****You MUST submit form 30 days prior to the day of the trip.**

*****Any paperwork submitted with less than 30 work days prior to the trip is subject to denial.**

Students/Teachers

1. All students are expected to participate in an educational field trip but no student is required to participate. Students not participating in a field trip will not be penalized and will be expected to attend school on the day of the field trip. No student shall be penalized for participating in a field trip.
2. Students are to observe all school rules of conduct and to follow the directions of the sponsoring teacher and chaperones on the field trip. Students who misbehave, fail to follow directions, or interfere with the field trip will be subject to discipline. School rules regarding student conduct, including no smoking, are in effect at all times.
3. The teacher sponsoring the field trip is responsible for trip arrangements, applicable forms, maintenance of discipline on the trip, and is the authorized PW representative in case of an emergency. **The Teacher is responsible for making sure that all students are accounted for before, during and after the trip.** Teacher's responsibilities may not be delegated to another individual unless the teacher is incapacitated.
4. The teacher/sponsor must have a cell phone available at all times during the field trip. The cell phone number must be included on the Field Trip Student Roster. If a cell phone is needed, please see the Associate Principal for Academic Affairs.

Parent Permission/Teacher Notification Form

1. The teacher sponsoring the field trip must distribute a **Parent/Guardian Field Trip Consent Form** to students at least ten days prior to the field trip. The Form is to be filled out in its entirety, including signatures from the teacher, student and parent/guardian. No student may go on a field trip if a completed, signed form has not been returned to the teacher at least 24 hours prior to the day of the field trip.
2. Parents must provide information about a student's medical insurance and any medical condition that may require attention during the field trip.

Field Trip Student Roster Form

1. The teacher in charge must complete the **Field Trip Student Roster Form**, and on the day of the trip, the teacher must, before departure
 - a. Take roll. Verify that all students present have turned in **Parent Permission/Teacher Notification Forms**. Mark as absent on the **Field Trip Student Roster** those pupils not present.
 - b. Submit a completed digital **Field Trip Student Roster** to the Attendance Office.
 - c. Take the **Field Trip Student Roster** and the **Parent Permission/Teacher Notification Forms** on the field trip.
2. The teacher/sponsor must notify the appropriate school administrator(s) **immediately** of any significant problem, incident or accident that occur on the field trip, including emergency medical situations.
3. At the completion of the field trip activities, the teacher must again take roll, establishing the presence of all participating students before returning to PWHS. Students are not to be given permission to return by other methods of transportation.
4. If the field trip will return later than the stated time, the teacher must notify the Department Chair, the Assistant Principal for Athletics and Activities.
5. If the field trip returns to school after normal school hours, the teacher/chaperones **must remain** with the students until all have departed.
6. If the field trip returns to school before the end of the school day, the teacher should find an engaging way for students to reflect on their visit. Some ideas for engagement after a field trip:
 - i) Students could be taken to the Little Theater for an educational / reflective movie,
 - ii) Students could go into the college and career center to work on Naviance,
 - iii) Students could go into the library – if it is available,
 - iv) Students could do some other fun art project.