

# **FIELD TRIPS APPROVAL PROCESS**

## **INTRODUCTION**

School-sponsored field trips can be a valuable supplement to a student's educational experience. Trips should be a natural outgrowth of the instructional program, and the trip planning process should be as much of an educational process for the students as the trip itself. The purpose of this School Field Trip Process is to assist Aromas-San Juan Unified School District (ASJUSD) School Site staff members when planning a field trip; to ensure a safe and positive off-site learning experience for students, and a positive experience for staff members and volunteers, that meets the educational and/or programmatic goals of the trip.

It is the responsibility of the teacher or trip organizer to discuss the possibilities of a field trip with the site principal prior to submitting a formal request. Trips must be coordinated to be an outgrowth of the instructional or enrichment program, and directly related to the program curriculum.

School-sponsored field trips are an extension of the school day with students, teachers and chaperones serving as ambassadors for their school and the District. As such, students, teachers and chaperones are expected to conduct themselves according to standards of behavior that comply with school and District rules, contribute to individual and group safety, secure maximum educational benefits, and maintain positive public relations about ASJUSD students, schools, and District.

## DEFINITIONS

### Field Trips:

- **Academic field trips** include all off-campus trips that are organized as part of the class curriculum, and which occur during regular school day hours. Academic field trips must include pre- and post-instructional activities and/or assessment. Full class participation is expected. Provision for a comparable instructional experience during the school day must be made for students unable to attend the academic field trip.
- **Extracurricular field trips** are off-campus trips organized by a school sponsored club or group. Participation is optional and voluntary. Extracurricular field trips must offer an educational benefit consistent with the club or group's focus and can occur during the regular school day with the approval of the school Principal, or after regular school hours.
- **Interscholastic field trips** are in-district or out-of-district off-campus trips in which students participate as representatives of the ASJUSD Schools, including but not limited to, athletics, cheerleading, and the performing arts. Interscholastic field trips can occur during the regular school day with the approval of the school Principal or after regular school hours.
- **Day field trips are academic**, extracurricular, or interscholastic field trips which do not require a student to stay overnight away from home. Day field trips may be In-State or Out-of-State and appropriate field trip procedures must be followed for each.
- **Overnight field trips are academic**, extracurricular, or interscholastic field trips which require a student to stay overnight away from home. The procedures for planning and approving overnight trips apply. Overnight trips may include travel within California, in other states, and internationally. **Requires Board of Education approval.**
- **In-State field trips** are day or overnight academic, extracurricular, or interscholastic field trips that occur entirely within California.
- **Out-of-State field trips** are day or overnight academic, extracurricular, or interscholastic field trips that occur partially or entirely outside of California, including international trips. **Requires Board of Education approval.**

## POLICY Related to FIELD TRIPS

Field trips can bring the school and the community closer together, which can result in experiences that enrich the curriculum for students and bring about better public relations.

The School Site Principal will assure that:

1. All students have parental/guardian permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.

All out-of-state or overnight trips and excursions must have **advance approval of the Board of Education** with **forms being submitted at least six weeks in advance of the trip.** Fundraising activities for such trips will be subject to approval by the District's Associated Student Body oversight designee.

## **GENERAL CONDITIONS for STUDENT PARTICIPATION in a FIELD TRIP**

**Students must be in good standing to participate in school-sponsored field trips. All students are expected to abide by the school discipline code and demonstrate consistent appropriate behavior in their interactions with teachers, staff members, and fellow students at all times. To participate in a school-sponsored field trip, student must:**

- Submit a completed Field Trip Permission slip signed by their parent/guardian, by the required due date;
- For Overnight and Out-of-Country field trips, submit a completed Student Medical/Medication Form signed by their parent/guardian, by the required due date;
- Consistently demonstrate behavior that meets reasonable standards during the school year up to the actual date of the trip. Students not meeting this condition will not be permitted to go on the field trip. Their parents/guardians will be notified that the student is unable to go on the field trip, and of alternate arrangements for in-school instruction. Suitable arrangements must be made to provide in-school instruction to students who do not choose to attend. Teachers are responsible for making these arrangements and notifying their site Principal.
- With the approval of the site Principal and the Superintendent, a student who has previously committed a serious disciplinary violation or behaved unacceptably but has since consistently demonstrated good evidence of improved behavior and dependability, may have the opportunity to participate in a school-sponsored field trip.

The conditions noted above for student participation in a field trip are mandatory with respect to each trip.

## **GENERAL CONDITIONS FOR FIELD TRIP APPROVAL**

### **Planning the Trip:**

- **Use the Field Trip Timeline/Checklist included in this manual as a planning guide.**
- Field trips must be connected to the curriculum and used as an extension of classroom learning in a standards-based environment. Instructional objectives of the field trip should be clearly outlined and tied to pre- and post-trip activities.
- The teacher should carefully research the planned destination before the decision-making begins. Teachers are urged to visit the site beforehand, *if possible*, to assist in the field trip planning.
- Understand and be aware of all the trip details before finalizing a trip details and requesting approval; have a plan for sharing this information in advance with students and parents/guardians. Details should include number of students to number of teaches/chaperones, availability of lavatories, refreshment facilities, accessibility, costs associated with trip, emergency contact information, emergency medical services available. These should all be considered for inclusion in a notice to be given to each student and discussed fully in each participating class prior to the trip.
- Set and discuss rules of behavior and specific facts about the place to be visited.

- Understand goals of the visit as well as follow-up activities and expectations; discuss with students and share with parents/guardians. Field trips should be directly relevant to the instructional program.

**Only field trips meeting the following conditions will be approved.** The trip organizer must ensure that:

- Trips are age-level appropriate.
- Trips are reasonable in terms of time, distance, cost, and funding is clearly identified and approved.
- No student is denied the opportunity to participate in an academic field trip because of the inability to pay. Costs associated with an optional/voluntary extracurricular field trip will be the responsibility of the individual student/family. Where appropriate, fund raising should be organized to help defray costs. All fundraising must be done in compliance and accordance with FCMAT and ASJUSD Board policies.
- Overnight Trips and Extracurricular field trips should occur during non-school time.
- Trips are not scheduled during standardized examination periods for students taking those exams.
- Trips are planned with the utmost consideration of student safety which includes, without limitation, an appropriate number of adult chaperones, all of whom have been cleared as volunteers through the fingerprinting process at the District Office where applicable. Check on file with the District Office.
- There is adequate supervision on the field trip, with minimal impact on other classes because of the number of teachers missing classes due to chaperoning.
- Provisions have been made for medical emergencies, including attending medical personnel, when necessary.
- When school bus transportation is required, the school district's regular transportation contractor is to be utilized, if available. If the school district's regular transportation carrier is not available, the organizer should work with the District's Transportation Manager to ensure an appropriate alternate carrier. Mandated insurance coverage requirements must be met before the field trip transportation can be approved.
- Should an emergency occur, the teacher is responsible for notifying the Principal by telephone as soon as possible.
- No financial commitments are to be made until the Field Trip Approval form is returned with all required signatures.

## FIELD TRIP TIMELINE / CHECKLIST

(✓ and indicate date when completed)

- Read School Field Trip Process Date \_\_\_\_\_
- Completed and submitted appropriate **Field Trip Form** (In-State Day Field Trip Form, Out-of-State Day Field Trip Form, Overnight Field Trip Form) with all required information for review and approval within the designated timeline. (See *Timeline* chart below.) Date \_\_\_\_\_
- Had site Principal review field trip medical needs; obtained signature from site Principal on appropriate **Field Trip Form**. Date \_\_\_\_\_
- Received copy of approved **Field Trip Form** with all required signatures. Date \_\_\_\_\_
- Obtained completed and signed **Field Trip Permission Slips** from all students. Date \_\_\_\_\_
- Obtained completed and signed **Medical/Medication Information and Permission Form** from all students. (*Required for all Overnight Trips*) Date \_\_\_\_\_
- Provided all parents/guardians written notification of field trip details. Date \_\_\_\_\_

### School Field Trip Timeline

Type of Field Trip	Submit to Principal	Submit to District Office	Submit to Board of Education for Approval
Day Field Trip	At <b>least</b> 3 weeks prior to field trip	At <b>least</b> 3 weeks prior to field trip	
Out-of-State or Country Field Trip (includes internships)	At <b>least</b> 20 weeks prior to field trip	At <b>least</b> 20 weeks prior to field trip	At <b>least</b> 20 weeks prior to field trip
Overnight Field Trip	At <b>least</b> 15 weeks prior to field trip	At <b>least</b> 15 weeks prior to field trip	At <b>least</b> 15 weeks prior to field trip

## Field Trip Approval Criteria

The table below lists the terms used for trips of various types and the approval required. Note that out-of-state travel requires Board of Education approval regardless of the trip length. In no case will a trip exceeding five school days be approved.

Trip Length	Principal	Superintendent / Designee	Board of Education
Day Trip –takes place during school day hours, or during regular program hours.			
<i>Academic</i>	X	X	
<i>Non-Academic</i>	X	X	
Extended Day Trip –extending beyond the school or program day but returning prior to midnight.			
<i>Academic</i>	X	X	
<i>Non-Academic</i>	X	X	
Overnight Trip –involves overnight travel and/or an overnight stay.			
<i>Academic</i>	X	X	X
<i>Non-Academic</i>	X	X	X
Out-of-State Trip – involves travel outside of California, whether a day trip or an overnight trip.			
<i>Academic</i>	X	X	X
<i>Non-Academic</i>	X	X	X
International Trip –outside of the United States.			
<i>Academic</i>	X	X	X
<i>Non-Academic</i>	X	X	X

### APPROVAL DOCUMENTATION – for ALL school-related field trips

- The appropriate **Field Trip Form** (In-State Day Field Trip, Out-of-State Day Field Trip, Overnight Field Trip) must be submitted for field trip approval by the appropriate authority as specified above within the required timeline in order for the field trip to receive consideration for approval. All forms required for field trip approval must be filled out. All requested information must be provided in writing.
- All volunteer finger printing requirements must complete for all chaperones. All chaperones must be listed on the **Field Trip Form** and updated when chaperones change.

### ***Additional Documentation Requirements for Overnight/International Field Trips***

In addition to the information requested on the appropriate **Field Trip Form**, Overnight/International trip teachers must also provide the following information:

- Description of arrangements for meals and lodging.

- Description of security features for transportation and accommodations.
- Draft copy of any contract and refund policies associated with the trip.
- Draft copy of the letters or notices to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the ASJUSD conduct and Board policies, student handbook rules or regulations, and any rules and regulations.
- International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited. For international field trips, the trip organizer will provide parents/guardians a copy of the State Department travels advisory and Homeland Security Alert Status for all countries to be visited.

- Additional information may be requested from the appropriate authority prior to making a decision.  
 - Should external circumstances change after the initial trip approval, detailed modifications to the relevant approval documentation (see above) will be required.

## **MEDICAL GUIDELINES for FIELD TRIPS**

### **STAFF Medical Guidelines for Field Trips**

**To Plan a field trip that is safe for EVERY child in your class, strict adherence to the following guidelines will help to ensure the health and safety of all students. For all in-state day field trips and all overnight, out-of-state or out-of-country field trips, the site Principal must be notified at least 30 days in advance of any child attending a field trip that requires medication.**

In some cases, a physician's recommendation may be necessary to ensure that it is safe for a child with a special medical need to attend a trip. This is based on the distance or time from an Emergency response, severity of medical need and risk to student's safety. If you have any concerns regarding the appropriateness of a trip for a student, please consult with your site principal. The site principal will take appropriate measures to ensure that all consultation regarding a child's medical needs are addressed and that there is a plan in place. A parent/guardian of a child with a special medical need may volunteer to attend a field trip to provide the care that their child will need. This should be strongly supported because there is no guarantee that a nurse will be available. We are obliged to provide safe and equal access to all field trips for all students.

**NO NUT OR PEANUT** snacks may be eaten on the bus. It is best to restrict eating on the bus when possible (i.e. a bus trip that lasts less than 2-3 hours). Water should be the beverage of choice unless there is a medical contraindication for specific student's health needs. A cell phone must accompany the teacher in charge for each trip.

### Day Field Trip

1. Notify the school site principal in advance if a child has special medical needs.
2. Bring a list of parents' and emergency contact phone numbers.
3. Bring your special needs list for your class or grade.
4. In your communication with parents, encourage the parent to send inhalers for any child who is at risk. The school site principal will provide the appropriate students with any inhaler that has been prescribed to them by the parent/physician.
5. Check with the school site principal regarding any procedures or daily and emergency medications. No student requiring an Epi-pen may attend a field trip unless the parent/guardian has provided a current Epi-pen and a Care Plan including physician orders for administration. There must be a trained staff member or parent on the trip to administer the Epi-pen if indicated.
  - If an Epi-pen is administered, it is protocol to immediately call 911 and have the student transported to the nearest emergency room for follow up care.

### **Overnight Trip/Out-of-Country Trip**

1. Please notify the school site principal and involve him/her in planning for medical needs as soon as you are aware of a trip, but at least 30 days in advance.
2. Send home the ***Overnight/Out of Country Student Medical/Medication Information Form*** (a copy of which is included in this handbook), at least 3 weeks but not more than 30 days in advance of the trip to ensure that information is current.
3. Designate a chaperone on each bus that is Epi-pen trained and comfortable managing first aid and monitoring of medications.
4. A teacher or chaperone that is a medical professional should meet with the site principal to discuss special needs list, medications and first aid supplies. A non-staff/non-medical chaperone should **not** assume this responsibility due to confidentiality issues.
5. Within 48 hours of departure, the designated medical professional teacher or chaperone should meet with the school site principal to pick up first aid supplies and medications.
6. Generally, students going on overnight trips are old enough to carry their own "emergency" medications i.e. inhalers and Epi-pen. The school site principal will determine that designation.

NOTE: All teachers/chaperones need to be apprised of the above information, and there needs to be redundancy in possessing information; electronic access is accepted.

### **OVERNIGHT/ OUT-OF-COUNTRY FIELD TRIP MEDICATION PROCEDURE**

Please note the following procedures for the administration of medication on overnight field trips. It is



required that the procedures be followed as outlined below. Only essential and approved medication should accompany a student on a field trip.

1. ***If a child must take daily medication:*** The parent/guardian will bring the medication to the school site principal in a clearly marked pharmacy container with the original Pharmacy label, along with small baggies that have the labels on them. If more than one day's supply is needed the school site principal will assist with organizing daily medication doses marked baggies which are to include Student's Name, Medication, dosage, date, and time of administration. NOTE: please be sure the parent/guardian completes the attached prescription medication form including side effects of any medications a child will receive while on this field trip.

Oral medications, for the overnight field trip, will be stored with a designated staff person. A child will come to the staff person (teacher/chaperone) and they will self-medicate from the envelope which has one dose of medication in it. The staff person (teacher/chaperone) will remind the child when it is time for the student to take his/her own medication from the envelope. Parents/guardians should be sure that their child understands this procedure.

2. If a child needs to take Tylenol/or Ibuprofen for discomfort, the parent/guardian must prepare doses for him/her and provide them to the school site principal for review protocol; students are **not** allowed to carry **any** drugs while on an overnight field trip. Each separate dose must be prepared by a parent/guardian and clearly marked in a small envelope/baggie with instructions as to why and when it may be administered. This medication will also be stored with a staff person (teacher/chaperone) and the child should come to the staff person (teacher/chaperone) if medication is needed. (Aspirin is contraindicated for children unless ordered by a physician.) Parents/guardians should check in with the school site principal within one week after the trip to pick up any unused doses.
3. If a child usually carries an inhaler for asthma or allergies, parents/guardians must be sure that it is up to date and that it has sufficient medication in it. The child may keep all inhaled and topical medications on his/her person if developmentally appropriate as determined after school site principal consultation.
4. If the child has a known severe allergy and has an Epi-pen prescribed, parents/guardians must send it to school with any other medications their child will need. The Epi-pen will be returned to the parent/guardian after the trip if unused. Please check expiration dates. **If parents/guardians are unable to send Epi-pens from home – they should contact the school site principal upon receipt of the *Student Medical/Medication Information Form*.**

## **COMMUNICATION Related to FIELD TRIPS**

### **Communication with Parents/Guardians**

Communication with parents/guardians and school administration throughout the field trip process is a key component in creating a positive learning experience for students and their families.

Once the field trip has been approved, all parents/guardians and school administration should be provided with a written document outlining trip details. This document should include: transportation schedule

(departure time/location and return time/location), name and location of field trip site, emergency contact information, list of chaperones, student behavioral and communication expectations during field trip, objectives, on-site/post-trip activities, and any other pertinent information that will assist in ensuring a safe and positive learning experience.

The *Field Trip Permission Slip* (included in this handbook) should be filled out completely prior to being sent home for a parent's/guardian's signature.

### **Communication By, Between and with Students on Trips**

The field trip coordinator(s) (teacher(s)) are expected to address communication expectations during a field trip with participating students prior to the field trip. Clear expectations should be outlined regarding the use of any electronic communication by and between students, chaperones and teachers before, during and following the field trip, including whether photographs or videos may be taken and/or shared during the field trip. Teachers taking photos for educational or promotional purposes must ensure that the appropriate Photo Release approval has been obtained from the student's parent/guardian. The *Field Trip Permission Slip* includes (a copy of which is included in this handbook) includes a Photo Release sign-off.

## **PERMISSION, CONSENT and RELEASE FORMS**

Any student going on a school-sponsored field trip must submit a properly completed and signed "Field Trip Permission Form." Students participating in Overnight/International Field Trips must also submit a properly completed and signed "Student Medical/Medication Information" form prior to students engaging in fundraising activities or other preparations for the trip. This form must be signed by the student (if appropriate) and the student's parent or legal guardian. For athletic teams or other extracurricular school groups that routinely travel as part of their activities, the student (if appropriate) and the student's parents/guardians may submit one consent/release form to cover all events for the season.

### **Cancellation of Field Trips:**

By signing the permission, consent and release forms, the student (if appropriate) and parents/legal guardians affirm that he/she/they have approved the participation of their child in the school-sponsored academic or extracurricular field trip with full knowledge that:

- The Superintendent reserves the right to cancel a trip up to the departure date or to recall a trip in progress if national and/or international conditions so warrant or if security and safety concerns over which the ASJUSD had no control render it appropriate to cancel the trip. The Superintendent will take the following criteria into consideration when making its decision: (a) U.S. Department of State Travel Advisory; (b) Homeland Security Advisory (alert status); and/or (c) Declaration of War or armed conflict. Additionally, the critical judgment of the Superintendent, with input from the Principal and teacher, will be taken into consideration.
- In such event that a trip must be cancelled, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed. The student and parents understand that he/she/they may lose any and/or all of

the funds he/she/they have expended for the voluntary trip. Trip insurance is required for all multiple day out-of-state trips and international travel.

- The Superintendent will alert the Board of Education to final deadlines regarding required commitment of funds if there are national/international events/conditions/situations which might make the Superintendent cancel or recall a trip due to safety concerns or other reasons.
- The Board of Education, and its officers, agents, and employees shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.

## **SUPERVISION and CHAPERONES**

Teachers and/or trip organizers should recognize that the larger the group involved, the more difficult the challenge of managing it. The following should be considered in planning and executing a trip:

- All non-staff chaperones are required to have a current fingerprint clearance on file in the District Office.
- A definite number of chaperones should be agreed upon and required for each field trip. At no time should the student-to-chaperone ratio be more than 10 students to 1 chaperone.
- The proper number of chaperones must be secured well before the trip, and chaperones must be listed by name on the appropriate Field Trip Form submitted for approval and updated when chaperones change.
- Chaperones other than professional staff and student teachers, must be at least 18 years old. This requirement applies also to brothers, sisters, and other relatives of student participants who are serving as chaperones.
- Only chaperones and students are allowed to participate in the field trips. Parents and other adults are not to be accompanied by young family members requiring substantial supervision since the chaperone's full attention should be given to the students participating in the field trip.
- Non-teacher chaperones are expected to assist in maintaining appropriate student conduct, and to accept responsibility under the direct supervision of the teacher.
- Specific students may be assigned to a specific chaperone, to ensure the students' safety and a positive off-site learning experience.
- Safety must always be an overriding concern in determining supervision during a field trip, and what field trip control measures are needed.

## **STUDENT CONDUCT DURING FIELD TRIPS**

- All ASJUSD Board Policies related to Student Behavior, Student Handbook rules and regulations, Athletic Associations rules and regulations, and specific trip rules as identified by the trip organizer or trip planning committee regarding student conduct will apply and be in effect at all times for all academic and extracurricular field trips.
- If a student violates any ASJUSD student conduct policies, student handbook rules or regulations, Athletic Associations rules and regulations, or specific trip rules, or otherwise misbehaves while on a field trip, the student will, if the behavior warrants, be immediately suspended from the field trip and sent back to school or home, as appropriate, by the trip organizer at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and Athletic Associations rules and regulations.

## **TRANSPORTATION, LODGING, AND SCHEDULING**

- The use of private automobiles for school-sponsored field trips is not permitted except in cases with prior approval in writing of the Superintendent and parents/guardians where parents are volunteering to drive and chaperone multiple students. Such trips will require parents to be cleared with a background check done at the District Office at cost to the parent, valid license, and proof of insurance. Parents chaperoning their own child with no responsibility for other students are only required to have a valid driver's license, and proof of insurance, and all ASJUSD required forms must be completed.
- When school bus transportation is required, the school district's regular transportation is to be utilized, if available. If the school district's regular transportation is not available, only contractors licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA) or the Department of Defense's approved list of motor carriers may be used. Carriers with a FMCSA or Department of Defense safety rating of "conditional" or "unsatisfactory" cannot be used. Teachers will work with the Transportation Manager to get appropriate transportation.
- Any contract with a private carrier must prohibit the use of subcontractors unless approved by the Superintendent or designee. The Superintendent or designee shall not approve use of any subcontractor unless the subcontractor meets the requirements above.
- Overnight accommodations at all hotels, motels, or other lodging, with established rules and regulations to ensure student well-being, should be made in advance with student safety and security in mind. Overnight accommodations should be made with careful attention to student safety and adequate, appropriate supervision, without infringing on student privacy. At no time should an individual student be assigned to a room with one chaperone without expressed written permission from the student's parent/guardian and the Superintendent.
- Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense. If a planned trip exceeds ten (10) consecutive hours of driving, a second driver must be utilized, or the driver must be off duty for eight (8) consecutive hours before driving again.

## **TRIPS RUN BY OUTSIDE, INDEPENDENT OPERATORS**

Field trips coordinated by outside, independent operators must follow the same procedures outlined in this handbook and must follow appropriate California and ASJUSD field trip policies, handbooks and regulations. Field trip planning must be coordinated in partnership with a designated staff member overseeing said field trip to ensure that all proper procedures are followed, and that appropriate documentation is completed. The designated staff member overseeing the field trip must ensure that outside, independent operator is reputable by checking the Business Bureau and must also obtain documentation of insurance compliance by independent operator.

**FIELD TRIP REQUEST FORM:**  DAY TRIP  OVERNIGHT(In-State)  OUT OF COUNTRY

**Instructions**

- All Day and Extended Day field trips must be approved by the School Site Principal and Superintendent.
- Overnight, Out-of-State and International Field Trips must be approved by the School Site Principal, Superintendent and the Board of Trustees.
- At least 3 weeks prior to the field trip date, submit this form to the School Site Principal to 1) arrange any necessary medical needs; 2) establish and approve the academic, extracurricular or interscholastic nature of the field trip; and 3) obtain the principal's overall approval for the field trip.
- After approval by the School Site Principal, the Field Trip Request Form will be sent on to the District for final review, processing and approval.
- Please attached a completed the Food Service Field Trip Lunch Request to the Field Trip Request form.
- All sections marked with an asterisk (\*) must be completed by the staff person(s) proposing the field trip.

\*Date(a) of proposed field trip: \_\_\_\_\_ Reviewed by Site Principal: \_\_\_\_\_  
 (Site Principal signature/Date)

Date form submitted to Principal: \_\_\_\_\_ Submitted 3 weeks in advance? YES / NO (CIRCLE ONE)

**Basic Field Trip Information**

\*School, Class, and/or Program: \_\_\_\_\_

\*Teacher(s) and Grade(s): \_\_\_\_\_

\*Destination: \_\_\_\_\_ \*Time-period: \_\_\_\_\_

\* Field trip objective(s): \_\_\_\_\_

\*# of teachers: \_\_\_\_\_ Sub Needed? YES / NO (CIRCLE ONE) \*# of Students: \_\_\_\_\_ \*# of Chaperones: \_\_\_\_\_

EMERGENCY CONTAC # Teacher in charge (Teacher's name/cell phone #):

Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

\*Names of staff/volunteer chaperones (Use as many lines as are needed; add additional paper if using more than 6)

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

\*Mode of Transportation \_\_\_\_\_ \*Student Cost: \_\_\_\_\_

\*What accommodations will be made for students who cannot pay? Please specify funding source:

\*To which course/unit/program is the trip related? \_\_\_\_\_

\*To which curriculum standard(s)/objective(s) is the trip related? \_\_\_\_\_

\*Specify follow-up activities to ensure field trip objectives met curriculum standards taught:

Approvals: When form is completed, submit with all backup documentation for signatures.

**For curriculum:**

\_\_\_\_ APPROVED \_\_\_\_ DISAPPROVED \_\_\_\_\_  
 Principal signature Approval Date

\_\_\_\_ APPROVED \_\_\_\_ DISAPPROVED \_\_\_\_\_  
 Superintendent signature Approval Date

**For funding:**

\_\_\_\_ APPROVED \_\_\_\_ DISAPPROVED \_\_\_\_\_  
 Business Manager Approval Date

ACCOUNT #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

# Aromas-San Juan Unified School District

## FIELD TRIP PERMISSION SLIP

Today's Date: \_\_\_\_\_ Name of School \_\_\_\_\_

\_\_\_\_\_ has scheduled a field trip. We are requesting your  
*(Name of Class)*  
permission for your child to participate in this trip.

Date of Trip \_\_\_\_\_ Method of Travel \_\_\_\_\_

Location of Trip \_\_\_\_\_ Departure Time \_\_\_\_\_

School Staff Member (TEACHER) Organizing Trip \_\_\_\_\_ Return Time \_\_\_\_\_

***\*Please make sure your child is dressed appropriately for the weather.***

To give permission for your child to attend this field trip, please complete, sign and return the lower portion of this form to (class teacher name): \_\_\_\_\_ by (date):  
\_\_\_\_\_

*(Keep the top half of this form for your information.)*

-----  
*(Cut along dotted line and return this half by the date noted above.)*

Student's Name (please print): \_\_\_\_\_  
*(Last Name)* *(First Name)*

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
give permission to my son/daughter to attend the following field trip:

Date(s) of Field Trip: \_\_\_\_\_ Location of Field Trip: \_\_\_\_\_

I understand that my son/daughter is expected to follow all the school rules and regulations as outlined in the District's Board Policies and School Student Conduct rules. I also understand that my son/daughter is expected to adhere to specific field trip communications procedures which will be discussed between students and their teachers prior to the trip.

YES, I do  or NO, I do not  give permission to the Aromas-San Juan Unified School District to take and use images of my child's participation in this field trip, for lawful purpose and in any form or medium (such as newspaper, internet, District social media sites, etc.) to promote school events.

Please be aware of the following medical or other specific needs of my child:  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby release all employees and agents of the Aromas-San Juan Unified School District from liability; and, assign harmless and indemnify each of them for any claim, judgment, or expense related to any alleged damages.*

I can be reached at the following telephone number during the hours of the field trip: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
*Parent/guardian signature*

\_\_\_\_\_  
*Date*

## STUDENT MEDICAL/ MEDICATION INFORMATION

**To be given to the Aromas-San Juan Unified School District staff on the trip.**

Signature indicates your permission for the School Site Principal to share this information

Student Name: \_\_\_\_\_ Date of Birth (DOB) \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Cell Phone # ( ) \_\_\_\_\_ Alternate Cell Phone # ( ) \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Cell Phone # ( ) \_\_\_\_\_

**Health Information:**

Does your child have any of the following conditions?	YES	NO
Food/Bee Sting Allergy	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Seizure Disorder/Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>
Asthma (bring medication)	<input type="checkbox"/>	<input type="checkbox"/>

If you have any concerns regarding your child's ability to participate, please notify the Principal and consult your primary care physician. Please use the space below to inform us of those needs.

---



---



---

**Parent/Guardian Medical Permission for** \_\_\_\_\_

*(Student's Name)*

I understand that parents/guardians will be contacted in case of serious sickness or accident. However, in the event of an emergency that requires immediate medical attention **I, the parent/guardian, hereby give permission to the physician selected by the Teacher or the Trip Leader in charge to hospitalize, secure proper treatment for and to order injection, anesthesia or surgery for my child as named above.**

My child will NOT bring or carry over-the-counter, prescription or any other drugs on this field trip. I give permission for the administration of all medication listed below. ***(Please provide information regarding any daily medications your child may take while on this field trip.)***

Medical Condition	Medication	Dosage	Time	Side Effects

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete and sign this form even if your child is not on any medication. Simply indicate "None" on the chart above. Then return this form to your child's teacher.**



# Aromas-San Juan Unified School District

## Field Trip Sack Lunch Request Form

Regardless if sack lunches are needed, schools must notify Food Services when students go on a field trip. This is to ensure the cafeteria is aware of fewer students on campus, and to decrease the number of meals produced on the field trip date.

- Sack lunches must be offered to all students
- Please submit this form with the Trip request form 3 weeks prior to the field trip and provide the following information. *(Request not made at least 1 week ahead of the trip will not be honored.)*

**Date Needed:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_ **Total # Lunches:** \_\_\_\_\_

Please indicate if any student has allergy or special needs. On the day of the field trip, you will be provided with a class roster. You will be responsible for marking each student who receives a lunch. The roster must be returned along with the cooler when you arrive back to your school site.

Teacher signature: \_\_\_\_\_

Principal signature: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

***Lunch must be made available to ALL students on ALL school days, even when they are on a field trip. All students may participate (Ed Code # 49550)***

