



Private Education in a Public School Setting

## ***SCHOOL FIELD TRIP PROCEDURES & RELATED FORMS***

The ***School Field Trip Procedures*** that follow this section of forms provide detailed guidance for many aspects of planning and executing field trips. They serve as both a reference for field trip sponsors and a training tool for staff new to conducting school field trips.

This section contains the related forms that will be used by field trip sponsors. These forms briefly summarize many aspects of the procedures that follow. They can be photocopied and used as is, or amended for use at your school. (Electronic copies can be obtained from the R2 Website under Employee Links.)

Following is a list of, and brief descriptions of, the forms that are part of these procedures:

- Field Trip Checklist This form guides the sponsor through the steps of arranging a field trip to help ensure that everything is completed in a timely manner.
- Field Trip Request Form Must be completed by the field trip sponsor after prior-approval by Principal.
- Field Trip Permission and Consent Form This form combines the basic field trip information, medical/emergency information, and informed consent, so there is only one two-page form that parents/guardians need sign for to give permission for their children to participate in the field trip.
- Field Trip Description and Itinerary Form. This form helps sponsors fully describe the field trip. Included is a *Sample*.
- Guidelines for Chaperones These two pages provide some general guidelines for chaperones, and a place for the chaperone to provide emergency contact information.
- School Chaperone Disclosure Form This form provides an easy way for schools to do some preliminary criminal screening of volunteers to be involved in school field trips.

## Riverside Elementary School District No. 2

### Field Trip Checklist

Please check and date the following ***Field Trip Checklist*** in sequence:

1. Field Trip compliant with District Field Trip Policies (***IJOA & IJOA-R***):

☐ Yes ☐ No

2. Pre-Approval by Principal in Writing: \_\_\_\_\_ Date of Pre-Approval: \_\_\_\_/\_\_\_\_/\_\_\_\_

3. Funding Source Confirmed: ☐ District ☐ PTO ☐ Student Council ☐ External Source ☐ Student Source

4. Board Approval Confirmed (Over Night Field Trips Only): Date of Board Approval: \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Field Trip Request Form Completed

6. Transportation Director Notified of Field Trip

7. Food Service Director Notified of Field Trip

8. School Nurse Notified of Field Trip

9. Purchase order secured w/Business Services if the field trip is funded by District Controlled Funds

10. Parent Permission Slip and fees, if applicable, Collected for all participating students

11. Chaperone Form Completed by each participating chaperone

12. Final Approval by Principal

**(Checked and signed by all participating teachers attending the field trip. This form, along with the entire packet is to be turned into your principal 30 days prior to the field trip.)**

**Date of Field Trip:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Submitted to Principal for Final Approval:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Faculty in charge of field trip

☐ APPROVED ☐ NOT

\_\_\_\_\_  
APPROVED Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Principal approving field trip

☐ APPROVED ☐ NOT

\_\_\_\_\_  
APPROVED Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Transportation Manager

☐ APPROVED ☐ NOT

\_\_\_\_\_  
APPROVED Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of CNS Manager

☐ APPROVED ☐ NOT

\_\_\_\_\_  
APPROVED Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Business Manager/PTO/ External Funding Source

APPROVED Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ APPROVED ☐ NOT  
Signature of Superintendent (see IJOA I-6500)  
(Version 1- 8/23/2012)

## Riverside Elementary School District No. 2

### Field Trip Request Form

Faculty Sponsor: \_\_\_\_\_ Today's

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School Participating: ☐ Riverside Traditional ☐ Kings Ridge Prep. ☐ RESD

School to School Trip

Date of Field Trip: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location of the Field Trip:

\_\_\_\_\_  
Zip Code Address City

Means of Transportation ☐ Riverside Traditional

Total number of Students Participating # \_\_\_\_\_

Total Cost for Field

Trip: \$ \_\_\_\_\_

(To include entrance fees,

transportation, bus driver, meals, etc.)

Funding Sources: ☐ District ☐ PTO ☐ Student Council ☐ External Source ☐

\*Fund Raising ☐ No Charge

• If Fundraising is checked, please provide how the Field Trip will be financed by attaching a Fundraising Plan.

**Educational Justification:** *Please attach instructional lesson plan(s) that supports and justifies this field trip.*

Over Night Field Trips: ☐ YES (Governing Board Approval Required) ☐ NO

Transportation: ☐ District Transportation Required ☐ Transportation Director

Informed ☐ External Transportation

[School Departure: \_\_\_\_:\_\_\_\_ A.M./P.M.] [Event Departure: \_\_\_\_:\_\_\_\_ P.M.]

[School Arrival: \_\_\_\_:\_\_\_\_ P.M.]

Food Service Notified: ☐ Yes ☐ No Number of Lunches Needed  
# \_\_\_\_\_

☐ Peanut Butter & Jelly Sandwiches ☐ Ham & Cheese Sandwiches

Health Services Notified: ☐ Yes ☐ No Number of students with medical needs  
participating # \_\_\_\_\_

Chaperones/Faculty Co-Sponsors: (DISTRICT RATIO IS 10 STUDENTS TO 1)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

6. \_\_\_\_\_ 7. \_\_\_\_\_

**CLASS COVERAGE:** ☐ Substitute Required ☐ Internal Coverage Confirmed

☐ No Coverage Required

**Submit Completed Field Trip Check List and Field Trip Request Form for approval. This Field Trip Request is approved with the understanding that proper safe precautions will be observed and that all R2 School Board Policies will be followed. When all signatures have been obtained, this form becomes the sponsor authorization to conduct the described field trip. **\*\*Completed Packet which includes All Administrative approvals, Purchase Requisitions and Return of all Parental consents forms Must be Submitted 2 weeks of the Requisition date which allows timely notification to all RESD departments\*\*****

## **Riverside Elementary School District No. 2**

### **Field Trip Permission & Consent Form**

Please return this permission slip by:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I received and understand the field trip  
itinerary: ☐ YES ☐ NO

My son/daughter \_\_\_\_\_ has permission to participate in

\_\_\_\_\_  
(Name of Field Trip or Name of Location)

On the date of: \_\_\_\_/\_\_\_\_/\_\_\_\_. He/She is allergic to \_\_\_\_\_ and I have noted his/her physical limitations on the back of this form. Has the school nurse been made aware of the allergy? ☐ YES ☐ NO\*  
[\* If no, school nurse and field trip sponsor must be notified immediately]

☐ YES, I would like to order a sack lunch from the school cafeteria:

☐ Enclosed is money for my child's lunch in the amount of: \$ \_\_\_\_\_

☐ My child has money on his/her lunch account.

☐ YES, I would like to Chaperone

☐ \*NO, I will not be able to Chaperone (please complete the emergency contact information below)

\* In case of an Emergency, I may be reached at:

Name of Parent or Guardian: \_\_\_\_\_  
(Print Name)

Address \_\_\_\_\_  
Address City Zip Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

\_\_\_\_\_  
(Student's Signature) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)

By signing this form, I declare that I am the legal parent/guardian of the minor child listed above and authorized to grant such permission. I have read the field trip itinerary and understand that there are risks of physical injury associated with participation in these activities. I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program and student conduct is to be in accordance with the school's published rules and regulations.

\_\_\_\_\_  
(Parent's Signature) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)

If I cannot be reached in the event of an emergency, the following person is authorized to act in my behalf:

Emergency contact: Name: \_\_\_\_\_  
(Print Name)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship to Parent/Student: \_\_\_\_\_

## FIELD TRIP DESCRIPTION WITH ITINERARY (Sample)

### Itinerary:

**Date:** Friday, May 31, 2010

**Times:** Leave school at 8:00 a.m.; return to school by 3:30 p.m.

### Estimated Times

### Activities

8:00 a.m.	Meet at school, review of rules, double check: permission slips,
chaperones, supplies, lunches, and clothing	
8:15 a.m.	Board school buses (2), stow lunches, take roll call
8:30 a.m.	Leave for Sandy Beach
10:00 a.m.	Arrive at beach parking area, rest stop at beach entrance (leave lunches on bus)
10:15 a.m.	Take roll call, split into six teams of not more than 10 students each with two chaperones per team, and walk to designed area on the beach (not 1/2 mile from the parking area) more than
10:45 a.m.	Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones
11:30 a.m.	Return to parking area, take roll call, wash hands at rest stop, get lunches from bus
11:45 a.m.	Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for students (in limited area)
12:15 p.m.	Take roll call and break into teams again, walk to second area on beach
12:45 p.m.	Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones
1:30 p.m.	Return to bus parking area, wash hands in restrooms, board buses, take roll call
<b>1:00 p.m.</b>	Leave Sandy Beach for school
3:00 p.m.	Arrive at school
3:15 p.m.	Return to classroom
3:30 p.m.	Go home via normal transportation

Number of students and adult supervisors: Maximum of 60 students, with a minimum 12 chaperones and 1 certificated staff member. Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills

Transportation: By school bus

Food: Students to bring their own bag lunches

Student "what to bring" list: Non-refrigerated lunch and drink, Clothes for beach walking, including footwear for wading, Towel, Sunscreen (if needed)

Appropriate dress:

Clothing appropriate for weather (warm clothes in case of cold weather or rain)

Supplies and equipment for staff to bring:

- Cell phone
- First aid kit
- Plastic bags to put collected beach life in
- Blankets for the beach
- Water rescue equipment
- Non-water hand cleaner
- Beach toys (balls, Frisbee, etc.)

Hazard assessment: Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in high tide, sudden inclement weather

Emergency contact person at school during these activities: Riverside Traditional School.

Phone #: (602) 272-1339

## **Guidelines for Volunteers/Chaperones (Field Trips)**

### **Thank You for Your Support!**

This School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

### **Becoming a Volunteer Field Trip Chaperone if not a parent**

Because student safety is paramount concern, Arizona State law requires the District to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete the following forms yearly:

- School Volunteer Disclosure Form
- Universal Background Check/ Department of Public Safety for Criminal History Information
- The District also requires that volunteer chaperones be at least 21 years old.

### **Guidelines for Volunteer/Chaperones**

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as

a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal/program manager.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
  - ✓ may not use, sell, provide, possess, or be under the influence of drugs or alcohol may not use tobacco in the presence of, or within the sight of, students
  - ✓ may not possess any weapon
  - ✓ may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in no extra activities not preapproved by administrators and parents.
5. Eating, drinking and gum chewing are not permitted outside of designated areas and at predetermined times.
6. Siblings and/or relatives are not allowed on school sponsored field trips.
7. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
8. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
9. Chaperones (parents). You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
10. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

\*\*\*\*\*  
\*\*\*\*\*

In the event that I (Chaperone/Volunteer) have a personal emergency, please contact: