



Field Trip Procedures

Stockton 2012-2013

- ***Notify the Lunchroom Manager in writing prior to the field trip to cancel lunch for your class and/or order bag lunches.***
- If you are collecting money for the trip, create a roster of students with the exact amount of money paid by each student. The roster and money should be put in an envelope marked with the grade, field trip, field trip date, and teacher responsible for collecting money. Store the envelope in the office during the collection period for safekeeping.
- Submit the roster and money prior to the trip. Request a check for payment if needed.
- Signed parent permission slips must be completed and left in the main office/mailbox prior to departure on the day of the trip. **NO STUDENT MAY LEAVE THE SCHOOL BUILDING WITHOUT WRITTEN PERMISSION FROM A PARENT/GUARDIAN.**
- Each teacher is responsible for placing non-participating students with another teacher and providing the student with ample class work for the day. Give the front office a list of these students and their room for the day **BEFORE** leaving on the field trip. In **NO** case is the teacher to imply that the child stay at home if he/she is not going on the trip.
- There must be one adult chaperone (18 years or older) for every 10 students. Teachers may use their discretion to approve chaperones.
- Notify the school clerk/office when you leave and when you return.
- Teachers must take a class list of all students attending the trip. The teacher is responsible for knowing how many children went on the trip and ensuring that each child returns to school, and is responsible for his/her class at all times during the trip. Only students assigned to the room approved for the trip may go on the field trip.
- Siblings from another room or from outside the school may go on a field trip **only** if the parent volunteers to be a chaperone **and** the principal has given approval.
- Classes may only visit the location(s) listed on the application.
- PSRPs must have permission from the principal to accompany a classroom on a field trip to ensure that all other school duties are covered.
- Middle school students who have been suspended must have personal chaperone in attendance on any field trip.
- Students who are homeless may have school funding available for field trips. Check with the office if students are unable to pay.
- If a problem occurs during the field trip, notify the school immediately.



Field Trip Lunch Form

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Please put this in Tashawana Green's mail box ONE WEEK before your field trip if your students will be out of school during lunch. List the number of bag lunches you need at the bottom of this form.

Date: _____

The following classrooms will be going on a field trip, and will not be in school for lunch.

Teacher Name	Room #	Grade	# students

We will need _____ bag lunches.