

### **DAYS PRIOR TO THE FIELD TRIP**

When needing a Sub, you must enter in Aesop immediately after approval.

### **ON THE DAY OF THE FIELD TRIP, THE SPONSORING TEACHER SHOULD SUBMIT TO THE ASSISTANT PRINCIPAL:**

1. **Permission slips:** Sponsoring teacher must verify that every student participating has turned in a permission slip to include a list of students *NOT* attending, and identifying the students location during school hours.
2. A typewritten, alphabetized list of student Name, last name first with I.D. numbers, to be given to Nurse for meds and Principal Secretary.

### **FIELD TRIP PROCEDURES:**

1. **Logging in:** Allot 45min/1hr depending on location to ensure accurate arrival time. Ex 9am-2pm trip (depart location at 1pm to arrive at campus by 2pm). Must obtain student permission field trip form from the principal's office once trip is approved.
2. **Checks:** checks are cut on Thursday every week. If you need to request a check for a deposit, restaurant, admission to a museum, or for tickets to performances, Contact Cindy O'Boyle, Lucy Frutos or Cynthia Lamas depending on your location. Requests must be made ***NO LATER THAN WEDNESDAY*** for a check to be ready on **THURSDAY** of the following week. All required signatures (teachers, principals, business manager, and superintendent) and any required forms, receipts, or reservation lists are to be forwarded to one of the individuals listed above
3. **Student Activity Trip:** Teachers may collect money for their field trips or have students go directly to the **CASHIER'S OFFICE with the Student Activity Number Provided**. If the teacher collects the money, it **must be deposited on a daily basis with the cashier**. A receipt will be given to either the staff or student bringing deposits. Money for field trips needs to be **deposited IN FULL BEFORE DAY OF TRIP**.
4. **BUDGET ACCOUNT:** If using a budget account this number is obtained by your administrator, using the same procedures as above if needed
5. **Invoice:** When invoice arrives, the administrator will receive a copy requiring verification and signature for any balance due, it must signed off and returned to the **District Business Office Associate** for payment.

**FIELD TRIP WILL NOT BE APPROVED** if the requested date falls during the following time periods:

- *Two weeks* prior to exam week the first semester.
- *Three weeks* prior to exam week the second semester.
- *One week* prior to the end of each grading period.
- *Ten days or less*.

### **REMINDER:**

Students are limited to participating in a maximum of three (3) school day field trips per semester.

### **FIELD TRIP CANCELLATION:**

Contact x5716 HR, Principal's Secretary and Transportation x5715 24hrs prior by 6:00 a.m.