

## Field Trip Procedure

As we start the school year and planning for field trips it is important to know that the following procedures will be used for requesting Field Trips. All field trip packet requests are in the office. All field trips requiring bus transport or nurse coverage should be filled out 45 days in advance to alleviate over taxing of bus, nurse and cafeteria services. All COSER funded field trips must be board approved and will include a description of the trip and all cost related items.

The process is:

### To Get Approval

1. Off Campus Classroom requesting or Grade level chair (if entire grade level involved)-gets field trip packet and fills out Field Trip Request(located in office)-----for any trips leaving K-6 building to go anywhere, (i.e. walking trips.....)
2. On Campus For any on campus trips, (ie. high school, track, another classroom) please let the office and nurse know.
3. Classroom or Grade level chair fills transportation request form by logging on to <http://Perutransport/infofinderle/login.aspx>  
Username: first part of your email (i.e. jsmith)  
Password: password
  - a. Click of Field Trip tab
  - b. Click on New Field Trip Tab
  - c. Please complete all required fields for the trip.
  - d. If destination is not in pull down tab please put use the directions box. Directions can be found if you scroll down to the bottom of the screen and click Map It tab
  - e. After inputting the number of students, number of wheel chairs, estimated miles, estimated hours, and number of adults. For the estimated cost of transportation and the number of buses needed, please call Dave at 6061 or Missy at 6062 and either one of them will give you the amount to put in those fields.
  - f. Once form is complete please print the form by right clicking and pressing print.
  - g. Press save button at bottom of the screen
  - h. After pressing the save button the system will provide you with a reference number. Please record this on the Field Trip Request
4. From the field trip packet, please fill out Arts in Ed. Form if needed
5. Send the printed Transportation Request form, Arts in Education form (If applicable), and the Field Trip Request form to the Building Administrator for approval
6. If a nurse is needed for the field trip, the nurse will need to be verified.

### After Approval

1. Lunch Requests are sent home with letter informing parents of the field trip.
2. Classroom teacher may need to contact specific parents to let them know of trip if special needs or accommodations need to be made before approval of field trip. Also, trips must be approved before sending **notifications to support staff and parents.**
  - All medically fragile students in a grade level must be scheduled to attend the field trip on the same day to assist in the coverage of nurses on the trip.
  - All medically fragile students' parents must be invited to attend the field trip. Parent's that choose not to chaperone the field trip should understand that in the event we are short nursing staff the field trip may be canceled. If parents are unable to attend, the district will do their best to provide nurse coverage for the field trip.
  - All students with allergies and epi-pens will attend the trip with their classroom teacher. All teachers will be trained in administering the epi-pen. Parents may be invited to chaperone. The district

nurses will provide each teacher with directions and appropriate emergency contact information and epi-pen and Benadryl on each student. School nurses will not attend the trip.

3. Nurse arranges for nurse sub through supervisor as needed.

#### Day of Trip

7. Morning of trip each classroom teacher comes to nurse to pick up medication, and first aid kit.
8. Pick up lunches from cafeteria and gets cooler from office.
8. Teacher returns check list to main office and turns in attendance before leaving on bus.
9. Teacher needs to take pictures of field trip activities and provide a brief description of trip with pictures to District Office within one week after trip. Please follow district policy on student photos for publishing.

Any questions, please contact Michelle Rawson or Jillian Devins

PCSD Field Trip Request

Trip Organizer \_\_\_\_\_

Destination \_\_\_\_\_

Dates of Trip \_\_\_\_\_ Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

InfoFinder Reference # \_\_\_\_\_

Educational Objective and NYS Standards Addressed:

Number of Tickets Needed:

Cost per Ticket:

Total Ticket Cost

Total Transportation Cost

TOTAL FOR TRIP: (Transportation +Tickets)

Billing Agency:

Requesting COSER Funding: Yes No

Nurse Requested: Yes No

Nurse Verified: Yes No

Substitute Teacher(s) needed: Yes No

Names of Teachers Needing Subs:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Code (Administrator Only) \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date: \_\_\_\_\_