

<b>Descriptor Term:</b>  FIELD TRIPS AND EXCURSIONS: REQUEST FORM AND PLANNING ATTACHMENTS	<b>Descriptor:</b> IJOA-E1	<b>Issued:</b> DRAFT
	<b>Rescinds:</b> IJOA-E1	<b>Issued:</b> 6/13/00

The Field Trips and Excursions Request Form identified as IJOA – E3 is designed to accompany TPSD Policy IJOA and to provide support for teachers and principals in planning and implementing field trips and excursions. Completion and submission of the Request Form – Exhibit 3 to the principal and superintendent for review and approval is a required component of the planning process for all field trips and excursions other than athletic competitions that are scheduled and conducted based on a published, pre-approved schedule.

Planning attachments as listed below will be utilized based on the amount of information needed to support the length and nature of the trip. The major focus of the planning attachments will be to assist principals and teachers in providing for the safety and security of students and in communicating information to parents.

The following **list of** documents and attachments are provided for use in requesting and planning field trips. A Field Trips and Excursion Checklist identified as IJOA-Exhibit 2 is provided for planning purposes, but does not have to be submitted to the superintendent or designee for approval.

**Field Trips and Excursions Request Form-Exhibit 3**

- Must be submitted to the principal and superintendent for all field trips and excursions with the exception of athletic competitions conducted on a published schedule.
- Walking Field Trips/Excursions – One week prior to requested date.
- Day Field Trips/Excursions Requiring Transportation – Two weeks prior to requested date.
- Overnight Field Trips/Excursions – Three months prior to the requested date

**Trip Itinerary** - A trip itinerary must be submitted for all overnight trips and for day trips requiring transportation if more than one site is visited or if the trip involves travel outside Lee County. Sites to be visited along with dates, times, and contact information should be provided.

**Trip Chaperones** - A listing of all trip chaperones, with home/emergency contact telephone numbers must be provided for all overnight trips and for day trips that involve travel outside of Lee County. An administrator must participate in all overnight trips. The list of chaperones should identify individuals as administrator, teacher, security officer, parent, volunteer, etc.

**Parent Letter, Student Permission and Emergency Information** - Copies of the parent letter along with a listing of student emergency information must be provided for all overnight trips and for day trips involving travel outside Lee County.

**Projected Costs of Field Trip/Excursion** - Projected individual student costs and total trip costs will be provided for all overnight trips and for day trips involving travel outside Lee County. The listing of projected individual and total trip costs should include transportation, lodging meals, admission registration, and incidental expenses.

**Travel Expense Request** - A travel expense request must be completed for all trips involving cost to individual students or school budgets.

**Curriculum Connections** - Field Trip Lesson Plans with pre, during, and post learning content and activities will be provided as required by the principal. Alternate lesson plans for students not participating in the trip will be provided as required by the principal

**Charter Bus Contract** - Contracts with charter bus vendors or other commercial carriers must be submitted for review and approval by the superintendent and Board of Trustees.