

**CUBA-RUSHFORD ELEMENTARY SCHOOL  
FIELD TRIP PLAN**

**THE FOLLOWING MUST BE SUBMITTED TO THE MAIN OFFICE PRIOR TO FIELD TRIP APPROVAL:**

- FIELD TRIP INSTRUCTIONAL PLAN
- LIST OF STUDENTS ATTENDING
- EMPLOYEE LEAVE REQUESTS FOR ALL CHAPERONES (SUBMITTED THROUGH NVISION AND FRONTLINE)
- DOCUMENTATION OF ANTICIPATED EXPENSES (IF APPLICABLE)
- COPY OF THE COMPLETED PERMISSION SLIP

**KEEP THE FOLLOWING ITEMS:**

- ORIGINAL PERMISSION SLIP

**AFTER YOUR FIELD TRIP HAS BEEN APPROVED:**

- COMPLETE A TRANSPORTATION REQUEST THROUGH MAGHEN BECK
- SUBMIT FINAL EXPENSE REQUISITION TO THE BUSINESS OFFICE VIA NVISION
- HAND OUT PERMISSION SLIPS TO STUDENTS
- FORWARD THE LIST OF STUDENTS ATTENDING TO MAGHEN BECK, KERRIE MCNELL, AND FACULTY
- FINALIZE ATTENDANCE WITH KERRIE MCNELL PRIOR TO DEPARTURE THE DAY OF THE TRIP
- LET THE CAFETERIA KNOW HOW MANY STUDENTS WILL BE ABSENT FOR BREAKFAST AND/OR LUNCH
- NOTIFY THE CAFETERIA IF YOU ARE IN NEED OF BAGGED LUNCHES
- REQUEST AND COMPLETE COSER PAPERWORK (IF APPLICABLE)

## CUBA-RUSHFORD ELEMENTARY SCHOOL: FIELD TRIP REGULATIONS

The following regulations are set to implement the planning of field trips as part of, and directly related to, classroom learning activities.

1. All field trips and trip arrangements must be submitted on the specific "Field Trip Instructional Plan" form (attached). This form must have the approval of the Building Principal **at least two (2) weeks prior** to the scheduled trip. **All field trips must be directly correlated to the curriculum outcomes.**
2. All field trips must be supervised by a teacher or teachers.
3. Each child who goes on a field trip must have written parental permission and emergency medical information which will be retained by the teacher until all have returned from the trip.
4. All trips must be within budgetary allotments for such purposes. **The business office needs to be informed if money is needed for a field trip, a requisition must be completed at least one week prior to the date of the trip.**
5. Students going on field trips will be counted as present. **Students not able to go on the educational field trip must be provided a comparable alternate experience developed by the teacher.**
6. **Because field trips are an extension of regular classroom activities, proper behavior is expected at all times.**
7. The teacher in charge is responsible for the accounting for and conduct of all pupils on and off the bus.
8. Pupils may be asked to pay all or part of the expenses of field trips, but students will not be excluded from participation because of individual student expenses.
9. **School bus transportation will be used when arrangements can be made to do so without disrupting regular school bus scheduled. The date must be checked with the Transportation Supervisor 14 days in advance of the field trip in order to accommodate your request.**  
**NOTE: Please submit your transportation request through Maghen Beck.**
10. Each field trip should be evaluated by teachers and administration.
11. Field trip participants found in violation of these rules and regulations are subject to appropriate disciplinary action.
12. All trips begin and end at the school. If the trip runs on any out of school hours, parents should be notified of the approximate departure and arrival times. It shall not be the school's responsibility to deliver children to their homes. The Transportation Supervisor will approve all field trips beyond the school day.
13. Teachers should not repeat a field trip that a particular class has taken before.
14. If there is a student injury, the teacher in charge should see that the student is taken care of and/or one of the other chaperones assumes responsibility for the field trip.

## CUBA-RUSHFORD ELEMENTARY SCHOOL: FIELD TRIP INSTRUCTIONAL PLAN

SUBMITTED BY:	DATE:
<b>PAYMENT (BUSINESS OFFICE):</b>	
IS PAYMENT REQUIRED PRIOR TO THE TRIP?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, HAVE YOU SUBMITTED A REQUISITION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS REIMBURSEMENT NEEDED AFTER THE TRIP?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>TRIP IDENTIFICATION:</b>	
DESTINATION:	
<b>DEPARTURE</b>	<b>RETURN</b>
DATE:	DATE:
TIME:	TIME:
LOCATION:	LOCATION:
<b>PARTICIPATION (ALL LEAVE REQUESTS MUST BE SUBMITTED!)</b>	
NUMBER OF STUDENTS:	
GRADE LEVEL:	
NUMBER OF STAFF:	
STAFF NAMES:	
WILL PERMISSION SLIPS BE SECURED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE SUBSTITUTES NEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>TRANSPORTATION:</b>	
IS BUS TRANSPORTATION NEED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, HAVE YOU SUBMITTED A TRANSPORTATION REQUEST?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>INSTRUCTIONAL OBJECTIVES AND ACTIVITIES:</b>	
<b>PRINCIPAL REMARKS:</b>	
<b>CIRCLE ONE:</b>	APPROVED      NOT APPROVED      APPROVED W/ COMPLETION OF COSER PAPERWORK
SIGNATURE:	DATE:

## CUBA-RUSHFORD ELEMENTARY: FIELD TRIP STUDENT LOG

**\*Please complete this form or attach a printed list!**

TEACHER:	
FIELD TRIP:	DATE:
DEPARTURE TIME:	RETURN TIME:
STUDENTS WHO WILL BE GOING ON THE FIELD TRIP:	
1	31
2	32
3	33
4	34
5	35
6	36
7	37
8	38
9	39
10	40
11	41
12	42
13	43
14	44
15	45
16	46
17	47
18	48
19	49
20	50

**CUBA-RUSHFORD ELEMENTARY SCHOOL:  
PARENTAL AUTHORIZATION FOR FIELD TRIPS**

Your child has been given the opportunity to participate in a school sanctioned field trip; for your child to participate, this form must be filled out completely and returned prior to the event. No student will be allowed to participate without a completed authorization form. All students will ride both to and from the event on school-provided transportation unless it is a walking field trip.

Student name: \_\_\_\_\_

Your child's class has scheduled a field trip activity on \_\_\_\_\_ to the following destination: \_\_\_\_\_.  
(Date)

The group will be leaving at \_\_\_\_\_ a.m./p.m. and plans to return at \_\_\_\_\_ a.m./p.m.

Please sign and return the attached form by \_\_\_\_\_.  
(Date)

Approximately \_\_\_\_\_ students will be participating; they will be chaperoned by \_\_\_\_\_ members of the school staff.

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**Field Trip Parental/Guardian Consent:**

In case of an emergency, please contact:

Parent/Guardian	Parent/Guardian	Relative/Family Friend
Name: _____	_____	_____

Phone Number: _____	_____	_____
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Student's Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Allergies and/or medical conditions (Please Explain):  
\_\_\_\_\_  
\_\_\_\_\_

Is your child taking any medication with them on this trip? \_\_\_\_\_ If so, please contact the school nurse for the appropriate permission form.  
(Y/N)

**Statement of Consent:**

I give permission for my child, \_\_\_\_\_ to participate in this school-sponsored event.  
(Student's Full Name)

I agree to the following:

- In case of an emergency, accident, or serious illness where the student named above needs medical treatment, I request the school contact me. If the school is unable to contact me, my signature below authorizes the school to exercise their own judgement in contacting the physician indicated above, and to follow their instructions. If this physician is unavailable, the school may make whatever arrangements are necessary, or transport the student to a hospital emergency room.
- I agree to pay all accrued costs associated with returning my child home before the return of the event if they do not adhere to the school's rules and regulations outlined in the Elementary Parent and Student Handbook.
- The school is not liable for lost, stolen, or damaged personal items during this time.
- For all field trips, the expectations include, but are not limited to, the Attitude, Academics, and Attendance of the students that are offered an opportunity to attend. If such expectations are not met, the student will lose the privilege of attending the field trip. Administration has final discretion regarding criteria.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)