

FIELD TRIP REQUEST FORM CLAY HIGH SCHOOL

Fill out one copy of this form completely and submit it to the Assistant Principal 4 weeks prior to the planned trip. Upon approval, complete the following steps:

1. Complete Bus Transportation Request form and submit to Assistant Principal
2. Complete Student Authorization to Participate on Field trip form and give to students
3. Notify Attendance Office with a list of all students participating 2 days prior to field trip
4. Notify Attendance Office with a final list of all students participating prior to departing

TEACHER: _____ DATE: _____

CLASS: _____ NO. OF STUDENTS: _____

DATE OF TRIP: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

DESTINATION: _____

Address: _____

Phone: _____ Contact Person: _____

STATE THE SPECIFIC EDUCATIONAL PURPOSE OF THE TRIP: _____

LIST WHO WILL COVER YOUR CLASSROOM SCHEDULE BELOW. CROSS OUT PERIODS THAT DO NOT NEED COVERAGE.

1 _____ 5 A/B _____

2 _____ 6 A/B _____

STRIDE _____ 7 _____

3 _____ 8 _____

4A/B _____

APPROVED _____ DATE: _____

NOT APPROVED _____ SIGNATURE: _____

REASON _____

Revised Field Trip Policy

Adopted by FAC 09/10/02
Revised by CMW 09/01/09
Revised by NJQ 11/23/13 & 10/4/18

1. The following field trip paperwork must be completed by teacher a minimum of four (4) weeks prior to field trip departure except in cases of short notice of event or exception made by Assistant Principal. This paperwork shall include:
 - a. Field Trip Request Form
 - i. Rationale of how trip correlates with curriculum.
 - ii. Notification of class coverage from within building, or ***pre-approved*** professional development.
 - b. Bus Transportation Request Form
2. **All teachers are limited to one (1) field trip per semester per course** that impacts any other course. Additional field trips that do not impact other courses may be permitted, for example, contests where Clay students are entered, (band, choir, career and tech, etc.), field trips taken during “lab” time, or where the trip is clearly part of the approved curriculum. All such trips also must be justified in writing. Exceptions may be made.
3. Class coverage for students not attending will be arranged by the field trip teacher, or, if only one or two students remain, teacher may ask a colleague teaching the same or a similar class to take that student into his or her class temporarily. *Study halls will be utilized only as a last resort.*
4. The teacher is responsible for providing every student participating in the trip a completed copy of the **Student Authorization to Participate on Field Trip** form. The ***student*** is responsible for presenting this form to all affected teachers at least three (3) school days in advance. Teachers presented with this form will complete as follows:
 - a. Securing teacher permission for missing classes:
 - i. grades of A, B, or C must be approved, while a ***D or F in any subject may disqualify the student from attending a field trip at the discretion of the teacher in whose class the student is scoring the D or F.***
5. **Requesting teacher must eMail the Attendance Office an accurate list of all students who are participating in the field trip 2 days prior to the trip.**
6. **Requesting teacher must eMail the Attendance Office an accurate list of all students participating in trip prior to leaving school. Highlight any changes from initial list.**