

2022-2023 FIELD TRIP PROCESS/GUIDELINES

OAK LAWN COMMUNITY HIGH SCHOOL; **REVISED AUGUST 2022**



The following process and guidelines have been established to provide all staff members with ample time and opportunity to make decisions based on a planned field trip. The required dates/times are needed to allow for transportation and staff scheduling. Failure to follow these steps may result in a field trip being cancelled. All field trips must be conducted in accordance with Board Policy 6:240.

Teachers are required to link the field trip to the course's learning targets and the school's mission, vision, and value statements. Teachers are limited to one field trip per course per semester. Exceptions to the field trip limitation practice and the blackout dates below may include special education courses, music department activities, college/career exploration opportunities, and events that involve students representing the school in an ambassador-type role. The administration also reserves the right to limit the number of non-academic field trips a student can attend.

1. Submit the Field Trip Request Form to your immediate supervisor in accordance with the district policy. Include a completed copy of the Parent/Guardian Field Trip Permission Slip along with your request for administrator review. Staff members are responsible for securing parent chaperones to maintain at least a 25:1 ratio. The field trip request must be submitted to the immediate supervisor at least one month before the field trip date. Exceptions may be made for events that cannot be scheduled in advance, such as qualifying for competitions.

In most situations, field trips will not be approved on the following dates:

Event	Blackout Dates
Half-Day Inservice	September 2, 2022
Homecoming Week	Sept. 19- 23, 2022
PSAT/NMSQT Testing	October 10-14, 2022
End of Semester 1	December 5-22, 2022
Beginning of Semester 2	January 10-14, 2023
Blood Drive	January 21, 2023
Half-Day Inservice	February 17, 2023
Winter Pep Assembly	Date TBD
Blood Drive	March 23, 2023
PSAT/SAT Testing	April 10-14, 2023
Spring Pep Assembly	April 21, 2023
End of Semester 2	May 1-26, 2023

The Assistant Principal's Office will post the approved field trips on the district's website calendar as they are approved.

2. **PLEASE NOTE!** Staff members are responsible for requesting substitutes as needed by using the online **ABSENCE MANAGEMENT** system.
3. Upon approval, distribute the Parent/Guardian Field Trip Permission Slips to your students. ****Be sure to provide enough time for the students to acquire the needed parent/guardian signatures and to return the forms to you (Read #4).**
4. Submit completed Parent/Guardian Field Trip Permission Slips to the Assistant Principal's Office at least ten (10) days in advance of the field trip. Upon receiving them, the Assistant Principal's Office will enter the field trip participants in Skyward and email the student participation listing to "OLCHS." Staff members can post-date their attendance screens to view which students will be missing their classes to determine how the field trip may affect their instructional plans.

After the information is entered into Skyward, the Parent/Guardian Field Trip Permission Slips will be returned to the field trip sponsor along with a "Field Trip Attendance List." The sponsoring teacher should review the list for accuracy and correct any discrepancies with the Assistant Principal's Office.

5. On the day of the trip and before leaving the building, return the attendance list the Attendance Office 122. The list must be submitted even if no students are absent. **The field trip sponsor is not permitted to write additional names on this list.**
6. Submit deposits and necessary check requests in accordance with the business office procedures.

FIELD TRIP REQUEST FORM

SUBMIT THIS FORM ALONG WITH A COMPLETED PARENT/GUARDIAN PERMISSION SLIP



SUBMISSION DATE: _____ DEPARTMENT/COURSE /PROGRAM: _____

DESTINATION/EVENT: _____

GOALS/OBJECTIVES OF THE PROPOSED TRIP/
LINKS TO THE COURSE'S LEARNING TARGETS: _____

EXPLANATION OF WHY THE LEARNING OBJECTIVE
NEEDS TO BE COMPLETED DURING THE SCHOOL
DAY AND DURING OTHER ACADEMIC CLASSES. _____

STAFF MEMBER(S): _____ **STAFF CELL PHONE NUMBER
(DAY OF TRIP)** _____

FIELD TRIP DATE(S): _____ NUMBER OF STUDENTS: _____

DESTINATION STREET ADDRESS: _____
AN EXACT ADDRESS IS NEEDED FOR THE BUS COMPANY.

CITY, STATE, ZIP: _____ CONTACT NAME/
NUMBER: _____

DEPARTURE TIME FROM OLCHS: _____ AM _____ RETURNING TIME: _____ AM _____
PM _____ PM _____ REQUESTED PICK-UP/ DROP-OFF LOCATION: NORTH OTHER
 SOUTH

ITINERARY (LUNCH AND ADDITIONAL STOPS): _____

STAFF MEMBERS ARE RESPONSIBLE FOR REQUESTING SUBSTITUTES AS NEEDED BY USING THE ONLINE AESOP SYSTEM

STAFF MEMBER(S): _____ PERIODS: 1 2 3 4 5 6 7 8 9 10
STAFF MEMBER - MAIN CONTACT PERSON (CIRCLE AS NEEDED) INITIAL HERE TO VERIFY THAT SUB HAS BEEN REQUESTED ON **ABSENCE MGT**

_____ PERIODS: 1 2 3 4 5 6 7 8 9 10
STAFF MEMBER (CIRCLE AS NEEDED) INITIAL HERE TO VERIFY THAT SUB HAS BEEN REQUESTED ON **ABSENCE MGT**

ADDITIONAL CHAPERONES (25:1 RATIO): _____

TRANSPORTATION REQUESTED: NONE
 SCHOOL BUS
 SPARTAN MINI-BUS (14 PASSENGERS) OTHER: _____

COST PER PUPIL: _____ TOTAL PROJECTED COST OF THE TRIP: _____ BUDGET/ ACCOUNT CODE: _____

APPROVAL:

IMMEDIATE SUPERVISOR: APPROVED ___ DISAPPROVED ___ DATE _____ INITIALS _____
ASSISTANT PRINCIPAL: APPROVED ___ DISAPPROVED ___ DATE _____ INITIALS _____

OFFICE USE ONLY:

DATE _____ INITIALS _____
TRANSPORTATION: _____
 SCHOOL BUS SPARTAN MINI-BUS
 OTHER: _____

COPY TO: ASSISTANT PRINCIPAL'S OFFICE TEACHER IMMEDIATE SUPERVISOR

8 TO 18: _____
DISTRICT WEBSITE: _____

PARENT/GUARDIAN FIELD TRIP PERMISSION SLIP

OAK LAWN COMMUNITY HIGH SCHOOL



INSTRUCTIONS FOR THE FIELD TRIP SPONSORING STAFF MEMBER(S):

1. Complete as many sections as possible then duplicate the form (back-to-back) for your students.
2. Submit completed forms to Office 126 at least **ten (10) days** in advance of the field trip.

INSTRUCTIONS FOR STUDENTS:

1. Students are responsible for making up all course work missed during the absence, and for arranging such make-up with the teacher. Return completed assignments on the first day returning to class. In some cases, such work may be completed in advance. Assume the responsibility for promptly completing work.
2. Should the request to be absent and excused cause exams to be missed there is no obligation for the teacher to give exams early. Established make-up exam procedures should be followed. See your teacher.
3. After your parent/guardian has completed Sections 2 and 3, return the form to the staff member sponsoring the field trip by the date noted below. If the form is not submitted or returned by that date, the student may not be permitted to attend.

FORM SHOULD BE RETURNED BY: _____

SECTION 1: FIELD TRIP INFORMATION

FIELD TRIP DATE(S): _____ COST PER PUPIL: _____

DESTINATION/ACTIVITY: _____

DESTINATION ADDRESS: _____

ITINERARY (LUNCH AND ADDITIONAL STOPS):

SPONSORING STAFF MEMBER(S): _____

DEPARTMENT, COURSE, OR ACTIVITY: _____

DEPARTURE TIME FROM OLCHS: _____ AM _____ PM RETURNING TIME: _____ AM _____ PM PICK-UP/DROP-OFF LOCATION: NORTH OTHER SOUTH _____

METHOD OF TRANSPORTATION: NONE SCHOOL BUS SPARTAN MINI-BUS OTHER:

ADDITIONAL NOTES: _____

SECTION 2: STUDENT HEALTH CONCERNS AND EMERGENCY CONTACT NUMBERS

NOTE TO PARENTS/GUARDIANS: PLEASE LIST ANY HEALTH OR MEDICAL CONDITIONS OR CONCERNS THAT YOU WANT THE SPONSORING STAFF MEMBER(S) TO BE AWARE OF. IN ADDITION, PLEASE LIST EMERGENCY CONTACT INFORMATION.

HEALTH CONDITIONS: _____

EMERGENCY CONTACT NUMBERS:

HOME PHONE NUMBER: _____ WORK PHONE NUMBER: _____

CELL PHONE NUMBER: _____ OTHER: _____

SECTION 3: PARENT/GUARDIAN PERMISSION

I have reviewed both sides of this document and give permission for my son/daughter to participate in the school sponsored field trip.

I grant permission for emergency treatment to be administered to my son/daughter.

Oak Lawn Community High School (OLCHS) field trips are appropriately chaperoned, with recognition of the scope of freedom and maturity provided to those students in attendance. In the event that a violation of the rules of conduct (in the Student Handbook and in any handouts or instructions from the trip sponsor) requires a student be returned home, I will accept full responsibility for his/her transportation and other necessary arrangements. OLCHS is not responsible for arrangements other than the student's safe conveyance to a point of departure. All expenses in connection with such a return will be the parent/guardian's responsibility.

My signature below constitutes and is evidence of my agreement: (1) to accept general liability for the participation of the above-named student in this trip; (2) to hold harmless and release OLCHS and all of its employees and agents from all liability arising from the student's participation in this trip; (3) to provide transportation to and from the OLCHS; and (4) to recognize that parent(s)/guardian(s) are responsible for the academic priority of participation by weighing their son's/daughter's academic progress in all curricular areas and the impact of lost class time that cannot be replicated through notes and missed homework.

I understand that refunds for cancelled or missed field trips are not always available.

I have read this form and agree to abide by the provisions contained therein. Further, I have read the rules and regulations regarding this trip and understand that any violation of these rules and regulations may affect my child's eligibility to participate in further trips sponsored by OLCHS. I understand that all rules in the Student Handbook apply to my son/daughter during this trip.

STUDENT ID NUMBER

PRINTED STUDENT NAME

PARENT/GUARDIAN SIGNATURE

DATE

STUDENT SIGNATURE

DATE