

(Revised November, 2017)

Field Trip Checklist

When planning a field trip, use this checklist to ensure a successful field trip. Any forms that you may need are in this packet/following pages. After you have initialed all necessary steps and have filled out all necessary forms, turn the packet in to the School Administrative Manager. **Your field trip is not approved until you get a confirmation back.** Administration will review submitted requests and you will receive notification within one week.

All field trips must be educational. Field trips for purely recreational purposes are not permitted during school hours.

Remember when planning your field trip; consider that there are no field trips scheduled the last 5 school days of a quarter, on testing dates for the attending students, 5 school days before winter break, and the last 10 school days of the school year.

Turn in to the School Administrative Manager:

_____ As soon as you can, turn in - Field Trip Request form, Lunch Request Form and Bus Request Form

(Please note trips are approved based on availability of funds, and openings in the schedule)

_____ 1 week prior to the trip, meet with the nurse

_____ 1 week prior to field trip send to all staff, via email, roster of students *potentially* participating

_____ 3 days prior to field trip - Chaperone Roles and Responsibilities Chaperones must be MPS employees, partnering with the school or have a back ground check. (One form for all chaperones)

_____ 1 day prior to trip, turn in Parent/Guardian Permission for each student.

_____ After the trip, send an email to all staff, with names of attending students

The day of field trip:

_____ Inform the front desk of departure and return time.

_____ Roster and ID numbers of attending students turned in to attendance office

***Before departure of the scheduled trip, once you account for each student on the bus, turn in the attendance of actual students attending to the attendance office.**

If you are planning an overnight field trip, Associate Superintendent approval is required, and the district has additional forms to complete. Forms can be found at:

<https://staff.mpls.k12.mn.us/search/Pages/Results.aspx?k=field%20trips>

Thomas Edison High School

Field Trip Request Form

Organizing Staff Member _____

Number of students attending: _____

List of chaperones (one chaperone per 30 students required; one chaperone per 10 students if taking city bus)

Who is responsible of the cost: School _____ Grant/Department _____

Depart from _____ Date: _____ Time: _____

Destination Site _____

Return to Edison by Time: _____

Important: Do not take it upon yourself to order transportation. For record keeping purposes, all forms of transportation are ordered through our main office. Please fill out a transportation request form.

Method of transportation: _____ Bus/es _____ Cab/s _____ Metro Transit _____ Walking

How does the field trip relate to curriculum?

What are the arrangements for students not attending?

Teacher's Signature _____ Date _____

Approved _____ Declined _____

Administrator's signature _____ Date _____

Chaperone Roles and Responsibilities

As a chaperone for a Thomas Edison sponsored event, the chaperone must understand, that by agreeing to be a chaperone they will temporarily be assuming complete legal responsibility of the students within the group. This includes prohibiting the use of alcohol, tobacco, illegal drugs, and public displays of affection or profanity.

The chaperone will report any behavior problems to the appropriate administrator upon returning. Any serious behavior issues should be reported immediately by calling the school's head secretary at 612-668-1301.

The chaperone should understand that he/she may be personally responsible and liable for any actions that fall outside the scope of authority granted to them as chaperone for Thomas Edison.

The chaperone will;

- Maintain head count and order on the bus. Chaperones should be stationed at the front and rear of the bus.
 - Treat students in a professional and respectful manner.
 - Be available for emergencies concerning the students.
 - Act as an escort when required and as such, will provide general guidance and direction concerning mature behavior for the duration of the event.
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Protocol:

Students will understand the process of being checked on to the bus. A staff member will be at the entrance of each bus, (or other form of transportation), with a list of approved students attending the trip. Approved students will include only those students that have returned a permission slip and a completed student-teacher awareness form. Staff will check off students one by one as they board the bus, to ensure who is present and that there are no extras. **This attendance is brought to the attendance office prior to departing on the trip.** Once on the bus, the staff member will remind students of the behavior expectations. Students will understand where they are to gather/meet upon arrival at the destination and all chaperones will understand which students they are responsible for overseeing.

When leaving the field trip site, attendance will be taken when students have boarded and before the bus departs, to ensure that all students are accounted for. Students will have a clear understanding where they are expected to report upon returning to Edison.

I have read and understand my expectations and obligations as a chaperone.

_____ Name Printed	_____ Signature	_____ Cell Phone
_____ Name Printed	_____ Signature	_____ Cell Phone
_____ Name Printed	_____ Signature	_____ Cell Phone
_____ Name Printed	_____ Signature	_____ Cell Phone
_____ Name Printed	_____ Signature	_____ Cell Phone

Lunch Request/Cancellation Form

When ordering boxed lunches for a field trip or event:

- Be sure the field trip or event is approved.
- The lunch form is filled out and turned in with request form.
- The lunchroom may require that student ID#'s are entered the day of the trip or event, **before** lunches will be given out.
- Nutrition services needs at least a one week lead time. For larger requests (more than 30), two weeks is needed for lead time.

If the field trip takes place during lunches, and ordering boxed lunches is not necessary, indicate below the # of lunches that are to be cancelled.

If students will need to attend a specific lunch time, indicate below, which lunch will have a reduction and/or addition in numbers.

Number of boxed lunches **requested**: _____

OR

Number of lunches being **cancelled**: _____

OR

Lunch **1 2 3** (circle one) will have an increase of (# of students) _____

Field Trip Permission Slip

DUE DATE: _____ **TURN IN TO** _____
(Organizing Teacher)

Questions? Contact me at 612-668-1300 or via email at: _____

The following student, _____, *student ID* _____
has parent/guardian permission to attend the following trip:

Trip Date: _____ Time: _____

Destination: _____

Purpose: _____

Parent/Guardian Contact Information:

Name: _____

Daytime Phone: _____ Evening Phone: _____

Address: _____

Alternate Emergency Contact:

Name: _____ Relationship: _____

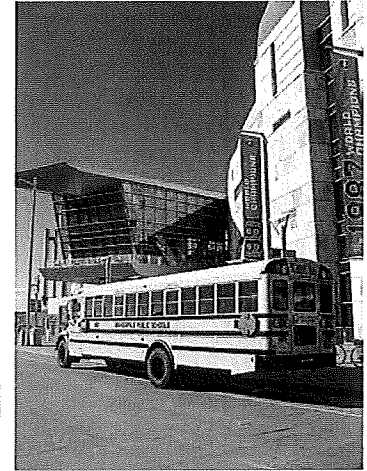
Phone number: _____

We understand the arrangements, and believe the necessary precautions and plans for care and supervision of the students during the trip will be taken. Beyond this, we will not hold the school or those supervising the trip responsible.

Parent/Guardian Signature: _____ **Date:** _____



MINNEAPOLIS
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Field Trip Request Form

School or Dept.: Phone:
 Authorized By: Fax:
 Led By:

Date of Trip: Day of Week: Pickup Time:

Pickup Point (which side of building):

Group Name: Group Grade Level:

Student Count: Adult Count: Total Count: Wheelchairs:

Destination: Return Pickup Time:

Destination Address:

Drop off Point: Motor Coach:

Appointment Times: Bus to stay with you? (Adds \$55 fee per bus):

Special Instructions:

This trip is not ordered unless it is confirmed! Your confirmation will include price.

Payment Method: Journal Entry Non-MPS Org.:
 Fund: GL: Functional Area: Internal Order: Cost Center:

Please note: All MPS sites must complete the budget code above, or trip will not be scheduled. Entry in SAP will be done by Transportation. The school is responsible for collecting payments from parent-teacher organizations, booster clubs, community partners, etc. Exceptions: Check "Non-MPS Org." and use drop-down list for Achieve Minneapolis, Arts in Action, Children's Theater, Division of Indian Works, Educational Talent Search, Get Ready, MCTC, Minneapolis Institute of Arts, MN Chorale, MN Landscape Arboretum, MN Valley National Wildlife Refuge, MN Zoo, Ordway Theater, St. Paul Chamber Orchestra, and Non-MPS School Sites.

Field Trip Office Phone: 612.668.2315 Email Form to: FieldTrips@mpls.k12.mn.us

Ordered On: