**Emmanuel Lutheran School**

**Field Trip Planning Guide**

Field trips will be planned and conducted in accordance with the following guidelines.

**Purpose:**

Field trips shall be educational in natural and should align with the general school objectives outlined in the *School Handbook*.

**Planning:**

1. Field trip permission from the principal must be requested by planning teacher no less than thirty (30) days prior to the trip.
2. The field trip must be approved before any funding is provided.
3. A description of how the trip meets Emmanuel’s academic and general school objectives should be submitted to the principal.
4. The safety and welfare of the children shall be the top priority. The teacher planning the trip is responsible for insuring adequate adult supervision and student safety.
5. The teacher planning the trip will be responsible for arranging an appropriate alternate educational experience for students who do not participate in the field trip.

**Funding:**

Each teacher shall have a budget of $30 per child to use for field trips. Keep in mind that this amount includes money for chaperones, transportation, and parking. (Often times bus drivers and teachers are free.)

**Notice to Parents:**

1. Prior to each trip the teacher shall provide parents with written information concerning the purpose and objective of the trip, transportation details, eating arrangements, date and time of departure, estimated time of return, and detailed itinerary if the field trip will extend beyond the school day.
2. The parental permission and medical release form must be signed by a parent and returned to the teacher in charge before the trip takes place. Written parental permission is required for each child participating in the trip. The teacher in charge will be responsible for the parental permission and medical release form. In exceptional circumstances, the principal may allow a child to participate in a trip if he received verbal permission from the parent/guardian. This verbal permission must be documented by the principal.

**Chaperones:**

In addition to the teacher in charge, chaperones shall accompany each trip as considered sufficient in number for the type of activity and the ages of the students. The minimum adult to student ratio on a field trip is 1 adult to 10 students. The teacher in charge is responsible for informing the chaperones of their duties and responsibilities. Chaperones are not allowed to take other children on any field trip.

 **Student Conduct:**

1. The teacher shall review acceptable standards of conduct with the students in advance of the trip.
2. A student cannot be denied participation in a curricular related trip for attendance or behavior issues unless the principal has authorized this in advance.
3. Should an emergency occur, the teacher is responsible for notifying the principal as soon as possible.

**Transportation:**

1. Parent drivers may be used to transport children on field trips provided the *Volunteer Driver Agreement* form has been submitted along with all necessary documentation. (see attached)
2. If the school bus is needed for the trip the teacher is responsible for contacting one of Emmanuel’s drivers. The cost of using the bus is $1.00 per mile. The teacher will negotiate a “salary” with the driver.
3. If the students return to school after school hours, the teacher shall make provisions for their safe return home and shall stay on the premises until all students have departed.

**Approval/Cancellation:**

The teacher in charge shall be notified in writing regarding the trip’s approval/disapproval by the principal within 3 school days of the submittal date.

**Waivers of Liability:**

Emmanuel will not accept any responsibility or liability and prohibits any staff member from any official Emmanuel Lutheran School participation in the following activities:

* + Any parties held at private residences (including swimming activities)
	+ Unauthorized trips to restaurants or parks

In the absence of official school approval, staff members should use caution by not participating in any activities that would place them in personal jeopardy.

**Field Trip Checklist**

Grade Level \_\_\_\_\_\_\_\_ Sponsoring Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meet with the Principal after completing items 1 through 3. This should be done note less than three weeks prior to trip.

\_\_\_ 1. Choose a date and make tentative arrangements for transportation if using the ELS bus.

\_\_\_ 2. Plan travel route and include directions to location as well as available parking for all vehicles. (This includes school bus.)

\_\_\_ 3. Prepare the Field Trip Permission Form. Include:

 \_\_\_ Time and date of departure and return

 \_\_\_ Educational purpose and destination of the trip

 \_\_\_ Transportation arrangements

 \_\_\_ Food arrangements (coolers, water, etc.)

 \_\_\_ Detailed itinerary

 \_\_\_ List of chaperones and chaperone/student ratio

\_\_\_ 4. Meet with Principal

 \_\_\_ Review items 1-3

 \_\_\_ Request funds if required

 \_\_\_ Principal signature and date obtained on forms

 \_\_\_ Discuss prearranged classroom/teachers for students unable to attend

 \_\_\_ Review the Field Trip Safety Analysis Checklist

\_\_\_ 5. Inform hot lunch coordinator of field trip date. Make arrangements for lunch, if appropriate.

\_\_\_ 6. Inform any affected staff members of date and time of field trip:

 \_\_\_ music/band/Jr. Choir/Sonshine Choir/chimes

 \_\_\_ special education/speech therapist/etc.

\_\_\_ 8. Field Trip Permission Form is sent home for each student. Each student must have a signed form returned from home to the teacher.

\_\_\_ 9. Review acceptable stands of conduct with the students in advance of the trip. The teacher has the primary responsibility for the conduct and safety of the students.

\_\_\_ 10. Each teacher is responsible for adequate parent supervision of participating students. (At least one chaperone for every ten students).

 \_\_\_ Chaperone list will be submitted to the office the day of the field trip

 \_\_\_ Prepare a list of duties and responsibilities of chaperones

 \_\_\_ Chaperones are not allowed to take other/additional children on the trip

\_\_\_ 11. Arrangements should be made by the teacher for students that are unable to attend the field trip. Submit a list to the office of the students not attending field trip and where she/he has been assigned. Classroom work for student will be provided by the classroom teachers.

\_\_\_ 12. If parents are being used for transportation, check with the office to be sure we have a signed *Volunteer Driver Agreement* form and accompanying paperwork on file for each parent-driver. (No form & paperwork = no driving any child but their own)

**Day of field trip:**

 \_\_\_ bring along first aid kit

 \_\_\_ take field trip permission and medical release forms for each student attending

 \_\_\_ submit list students not attending and their assigned classroom

 \_\_\_ submit list of parent drivers and students assigned to ride in each vehicle

 \_\_\_ secure all admission/entrance/parking fees

 \_\_\_ submit list of students who are attending

Students not attending field trip: Classroom assignment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit this Field Trip Checklist to office the day of your trip before departure**

**Emmanuel Lutheran School**

**Field Trip Permission Form**

**Parent Information**

To the Parents/Guardians of students in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Emmanuel Lutheran School,

 (Grade)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is planning a field trip to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Teacher)

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ , 2012\_\_. The time of departure is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Day) (Date) Time AM/PM

The estimated time of return is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Time AM/PM

The purpose of this field trip is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (Primary Objective)

Eating arrangements will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Other Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transportation will be provided by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Special clothing/equipment required for this trip will include\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Unless otherwise noted a blue Emmanuel Lutheran School t-shirt is to be worn by all students participating in the field trip.**

The location of the activity requires that each student be able to accomplish the following physical tasks:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Sponsor Principal

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**This page is to be retained by parent/guardian.**

**Emmanuel Lutheran School**

**Field Trip Permission Form**

Name and Date of Field Trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature below indicates that I have read the information contained in this document and any attachments, and that my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may accompany

 (Name of child)

the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the field trip noted above.

 (Class, grade or group)

I understand that Emmanuel Lutheran School’s liability insurance only covers injury if negligence is proven against Emmanuel Lutheran School and that in other circumstances, the student’s health insurance will provide coverage.

**Medical Release**

In case of accident or serious illness, I request the school/trip sponsor to contact me. If I cannot be reached, I hereby authorize the school/trip sponsor to call the physician indicated below and follow his/her instructions. If it is impossible to contact this physician, the school/trip sponsor may make whatever arrangements are necessary.

I have legal custody or control of my child and grant permission for any emergency treatment and/or hospital services that may be rendered to said minor under the general or specific direction of:

Dr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **or**

**hospital emergency department physician.**

Parent/Legal Guardian (Please print)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete and return to \_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on or before**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Emmanuel Lutheran School**

**Volunteer Driver Agreement**

All volunteer drivers must sign the Volunteer Driver Agreement in order to transport students on class field trip or to sporting events. The agreement will be kept on file in the school office and remain in effect throughout the current school year. If more than one parent/guardian or other family member intends to drive on field trips, they must each sign the agreement.

By signing this agreement, I/we agree that

* I am 21 years of age or older.
* I have a valid, non-probationary driver’s license with no physical disability which would impair my ability to drive safely.
* My vehicle has a valid registration.
* My vehicle is insured
* I will ensure that each child is individually buckled into the age appropriate child restraint or safety belt as required by law during transport.
* I will ensure that no child sits directly in front of air bag unless they meet required weight and height limits.
* I will not partake in any activity that would jeopardize the safety of the children (**E.G., TALKING ON A CELL PHONE WHILE DRIVING**).
* I will ask permission of the class teacher before bringing siblings on the field trip.
* I will remain with the whole group on the field trip for the duration of the event. I will ensure that our vehicle leaves with the group, does not make any unnecessary stops in-between the time of arriving at the destination and returns together with the group to Emmanuel Lutheran School, unless other arrangements are explicitly stated by the teacher.
* I acknowledge that all rules that apply at school for adults and children apply during the filed trip (e.g. no smoking, obedience to rules).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Parent/Guardian Signature Print Name Date

\*A copy of the following must be submitted with this agreement: drivers’ license, vehicle registration, and proof of insurance