**Field Trip Guidelines**

**Prior to Field Trip**

1. Check with Administrator and school calendar for scheduling/securing a date
2. Send email to Sam Wutke & Principal to request bus transportation
3. When date for field trip and bus is confirmed, fill out I.C. Permission Slip Form with required signatures and send to parents for their signature. Signed permission slip for each student must be turned in prior to the field trip.
4. Give a copy of the field trip form to school office and to school nurse the same day or before it is sent to parents.
5. Notify the cafeteria at least 2 weeks in advance if students will not be eating in the cafeteria.
6. Money collected for the bus & field trip must be turned in to the office at least 2 days prior to leaving on the field so that deposit can be made and any needed checks issued. Fill out Cash Count Form when turning in money.
7. Teacher must give specific directions to parents regarding their responsibilities as an adult supervisor for the field trip. No siblings allowed on field trips. No special treats for their group.
8. Students are in to be in school uniform and teachers/staff follow the professional school dress code. Exception to dress code must be approved in advance with the Principal. Out of Uniform passes may not be used for a field trip.

**Day of Field Trip**

1. Each teacher will have the daily attendance sheet and all emergency phone information for each student with them.
2. Each Teacher will have a copy of the permission slip signed by parent/guardian for each student with them. Permission slips are to be kept for 1 year.
3. Each Teacher will have a First Aid kit and any emergency medical paraphernalia for students (epi pen, inhalers, etc)
4. Teacher/Adult assignments for student groups will be made by the teacher in advance.
5. Teacher must give specific directions to parents regarding their responsibilities as an adult supervisor
6. Students with specific health concerns must be in either the teacher group or with their own parent (if in attendance).
7. Each student is to be assigned a specific student “buddy”. Teacher will explain responsibilities of a “student buddy” to class. If field trip requires a single line for moving from one place to another, teacher must have a plan for information to be passed from back of line to front of line or vice versa. (cell phones, walkie talkie, “pass it forward” note, etc)
8. One teacher/adult should be assigned to be at the front of the line and another at the end of the line.
9. Teachers/Parent volunteers must count the number of students as they load the bus (coming and going), and when they move or change locations while on the field trip.
10. Students must provide a written note signed by their parent if they are not returning on the school bus. Parent/Guardian must sign out with the teacher when leaving the trip if not returning on the bus. (Remember to take pen, pencil, note pad, clip board, etc)
11. If there is an emergency call 911, notify parent, then notify IC School 417-881-7000, or Mrs. Baird’s cell 417-848-8166, or Mrs. Coleman’s cell 417-861-7771

8/8/15