# School District of New Berlin Field Trip Guidelines

Use the *Field Trip Request Form* to schedule your trip, making certain to:

## At least 1 month before field trip

❏ Get principal approval of your idea prior to setting up your trip by filling out the appropriate approval form (ALL STAFF will complete the request form on the website - you will find it under Professional Development, Fill-in Forms, Field Trip Request Form). Upon approval, you will receive a notification in My Learning Plan. At that time inform the school bookkeeper to have the field trip fee assigned in Infinite Campus (parents not have the option to pay online in their parent portal or send in cash or check). At the elementary level, the school secretary will contact the bookkeeper to arrange for adding the fee at the appropriate time.

❏ Check the master calendar to avoid conflicts. Once your date is approved, please contact the office

secretary to add your date to the master calendar.

❏ Make arrangements with point of contact at place of destination.

❏ Contact Durham School Services at 262-784-7278 for bus cost and availability. Schedule buses as soon as the field trip has been approved.

❏ Organize your funds so you collect enough money to cover the trip. You can only collect the amount

needed to cover the cost of the specific field trip . **You may not lump all field trips together.**

❏ All chaperones must have a background check completed and approved by the business office.

❏ Plan financing of trip following district procedures described below. Please work with your school bookkeeper to setup the fees payment option in Infinite Campus.

❏ If you receive cash or check payment, please maintain your own detailed records of which

students have turned in money before turning it into one of the secretaries in the office. **The yellow receipt copy for each student must also be turned in with the money. *The total amount of money must equal the total of those receipts.*** The school secretary/bookkeeper will give you a receipt for the total amount.

❏ Any money kept in the classroom must be kept in a locked location. Large amounts of money

should be handed in to the office by a staff member (not a volunteer or student aide) and not kept in the classroom.

❏ Check with your building secretary/bookkeeper a couple times a week to get updates on who

has paid online through Infinite Campus.

❏ Indicate to students/parents that if payment is a problem for a trip, they should let you know.

You will then notify the principal or associate principal. *Remember that this is confidential information.*

## Two weeks before Field Trip

❏ Send out the student permission forms in enough time to get them returned, the monies collected and deposited, and the check cut through District Office. (Plan on parent chaperones paying for their own tickets.) Make sure your permission slip gives the option of paying online in IC if that was approved and assigned by the office.

❏ Provide your school secretary/bookkeeper with any field trip invoice that you receive (for any associated ticket or admissions costs). They will complete a “Payment Request Form”. ***This form needs to be completed no later than two weeks before the field trip.*** The district office processes these checks, so you must allow enough time for this to be done.

## One Week before Field Trip

❏ Inform all staff (music, band, orchestra, special education, gym, art, librarian, speech, PT/OT) of the field trip date and time that students will be out of the school.

❏ Submit the Field Trip/Special Event Report to the Kitchen. This must be done at least three days before the

field trip to have an accurate lunch count for the day.

❏ Check in the office for all medications that need to be taken along (rescue medications such as epi-pens, glucagon, etc; daily medications), as well as for any health plan requirements of students. Each school should have a First Aid Kit prepared by the office to be taken on the field trip.

❏ All teachers need to complete the following annual trainings regarding medications and medication

administration. These can be found in My Learning Plan.

❏ If staff have a student with other medication needs or medications not on annual trainings (listed in Annual Training in My Learning Plan), please contact the District Nurse for information or training on those medication needs.

❏ If you need help or have questions, please connect with the District Nurse. **Only staff that have**

## completed the online training are allowed to administer medication on field trips.

❏ Prepare students for the trip by planning it with them beforehand, discussing the learning experiences the trip will provide with the special items of interest to be noted. This is also the time to discuss behavior expectations with your students.

## One day before the Field Trip

❏ Provide a **scanned copy** of all permission slips to office secretary.

## Day of the Field Trip

❏ Obtain *red field trip backpack* from front office. If medication is needed for you student, it will be in this bag.

❏ Take original permission slips on the trip.

❏ Make sure each teacher leaves cell phone number with office secretary and building administration.

❏ Complete field trip contact information for chaperones and give to them day of trip (form is included)

❏ Complete chaperone list and send to office before leaving for the trip (form is included).

## After the Field Trip

❏ Write letters of thanks to persons assisting with the trip.

❏ Follow-up after the trip with classroom discussion, writing, or project to connect back to classroom learning objectives and standards.