

LAKE ZURICH HIGH SCHOOL FIELD TRIP POLICY (2010-2011)

THIS POLICY COVERS ONE-DAY FIELD TRIPS THAT ARE DIRECTLY RELATED TO CLASSROOM CURRICULUM. ANY COSTS, INCLUDING TRANSPORTATION, ARE THE RESPONSIBILITY OF THE STUDENT.

Field trip requests must be submitted to the department chair and Assistant Principal for approval within the first two weeks of each quarter the field trip is planned. These trips must be directly related to the curriculum being studied. The teacher(s) taking the trip must show how the trip will be integrated into the curriculum.

Before going on the field trip, students must get their homework assignments for the classes they will miss. The students are responsible for all work assigned and must turn in homework the next school day to receive credit.

Students may choose not to go on the field trip. The teacher sponsoring the field trip also has the option of not allowing a student to go if behavior and/or attendance within his/her classroom are a concern. **If a student does not attend the field trip, the department is responsible for supervision.** If students are to be graded while on the field trip, the sponsoring teacher must provide reasonable and appropriate, alternative assignments to those students not going so they are able to obtain an equivalent grade.

At least one week before the field trip the sponsoring teacher must submit a list electronically of all participating students to the Assistant Principal. This list will be sent by the Assistant Principal to the Attendance Office. Staff will be sent **monthly listings** of upcoming field trips; no student lists will be sent. On the day of the field trip, the teacher must turn in a final list of students participating to the Attendance Office. If, at the time of departure, a student is absent or has chosen not to go, the Attendance Office must be notified before the field trip leaves.

All field trips must have at least two faculty supervisors. For larger field trips there must be a minimum of one supervisor per 25 students, unless the destination requires additional supervision, and one faculty member per bus. **If a faculty member whom is not directly related to the field trip is asked to help with supervision, it will be up his/her department chair's discretion to approve.** Since a field trip is a school sponsored event and we are responsible for their supervision and safety, students must be with an adult supervisor at all times. All District 95's and Lake Zurich High School's rules and policies apply.

If an approved scheduled field trip is canceled by the place to be visited and then rescheduled for a different time, the rescheduled field trip will be allowed as long as transportation is available and school calendar conflicts are at a minimum.

To arrange a field trip, please use the following procedure:

The Field Trip Policy will be electronically sent to each teacher at the beginning of the year. All needed forms will be included in this policy except for the Transportation Request Form. The Transportation Form is available in the main office. **Please save this document so you can print out all necessary forms as needed for each field trip.**

1. Present filled out "Field Trip Approval Form" to Department Chair for approval. **If more than one department is participating in the field trip, all department chairs' signatures are required.**
2. Pick up a "Transportation Request Form" from the main office and fill it out completely. Remember, students are responsible for any costs, including transportation.
3. Turn in the "Field Trip Approval Form" (signed by Department Chair) and the "Transportation Request Form" to the Assistant Principal for final approval **within the first two weeks of each quarter the field trip is planned. Please turn in all forms at the same time.**
4. **The "Field trip release form/teacher notification form"***** must be distributed to participating students and returned before the student will be allowed to go on the field trip. ****These forms must accompany the teacher while on the field trip.**
5. **At least one week before the field trip an alphabetized list of students participating in the field trip must be sent electronically to the Assistant Principal.** The Assistant Principal will send this list to the Attendance Office. Staff will be sent **monthly listings** of upcoming field trips.
6. Before school, on the day of the trip, give the Attendance Office a final alphabetized list of all students attending. If any changes in attendance occur at the time of departure, please notify the Attendance Office before leaving.
7. Turn in any assignments for those students not going to your Department Chair. **The department is responsible for supervising those students not attending.**
8. **All field trips must have at least two faculty supervisors.** For larger field trips there must be a minimum of one supervisor per 25 students, unless the destination requires additional supervision, and one faculty member per bus. **If a faculty member whom is not directly related to the field trip is asked to help with supervision, it will be up his/her department chair's discretion to approve.**

Please do not schedule field trips at the following times:

- a. During the first two weeks of each quarter
- b. During the last two weeks of each semester (not including finals)
- c. On an Institute Day or Early Release Day
- d. Last day for field trips is May 15, 2010

FIELD TRIP APPROVAL FORM

Teacher(s): _____ Today's Date: _____

Class(es)/Group(s) taking trip: _____

Destination of trip: _____

Date of trip: _____ Classes/Hours missed: _____

Time of departure: _____ Time of return: _____
(from school) (to school)

Number of students: _____ Number of teachers: _____

Method of transportation: _____ Loading Area: _____

Fee (including transportation): _____ Chaperones needed: _____

Explain the educational value of this trip and how it relates to the curriculum.

Department Chair(s) Approval: _____ Date: _____

_____ Date: _____

Assistant Principal Approval: _____ Date: _____

Class List turned in: _____ Transportation request submitted: _____

******* IMPORTANT PARENT INFORMATION *******
(Overnight Trips Only)

For a student to receive any medication on the trip, the parent must submit a District 95 medication form (which includes a physician and parent signature.) This applies to prescription *and* over-the-counter medications. The form is available in the school office or in the Parent Handbook.

Prescription medications: Must be in the pharmacy container, with correct times and dosages specified on the label. Container should hold only enough doses for duration of trip. Requires District 95 medication form.

Advil/Tylenol: Requires District 95 medication form. Due to space limitations parents no longer need to provide a bottle of Advil (Ibuprofen) or Tylenol (Acetaminophen) because a new bottle will be included in each chaperone group's First Aid Kit. (Liquid or junior strength forms will not be available.)

Other over-the-counter medications: Requires District 95 medication form, must be in manufacturer's original container.

Epi-pens, inhalers, diabetic supplies: These are the only medications that may be self-carried and self-administered. District 95 medication form should still be on file. All supplies to be labeled with student's name.

Place the medication(s) and the medication form(s) into a labeled zip-lock plastic bag and drop off in the school health office by _____ so that there is adequate time to sort and pack them according to bus or chaperone group. *Students are not to transport medications to school or on the trip.* A parent may pick up the items in the school health office after the trip.

PLEASE KEEP MEDICATIONS TO A MINIMUM. SEND ONLY THOSE ABSOLUTELY NECESSARY FOR THE TRIP.

LAKE ZURICH COMMUNITY UNIT DISTRICT 95

LAKE ZURICH HIGH SCHOOL

FIELD TRIP RELEASE FORM

Field Trip Destination: _____
Date: _____ Departure Time: _____ Return Time: _____
Teacher/Sponsor: _____
Fee: _____ Make Checks Payable to: _____
Special instructions for field trip (bag lunch, special clothing, etc.): _____

Student Name: _____ **Sex:** M F **Grade:** _____
Date of Birth: _____

Address: _____

Home Phone: _____

Mother's Name: _____ **Work Phone:** _____

Cell Phone: _____ **Pager:** _____

Father's Name: _____ **Work Phone:** _____

Cell Phone: _____ **Pager:** _____

Person to contact if parents are unavailable: _____

Relationship: _____ **Phone:** _____

Please note: Since students know about this absence in advance of the date, they are responsible for obtaining all assignments for the classes they will miss. All work is to be turned in the next school day to receive credit.

My son/daughter has my permission to participate in this field trip to: _____.
I understand that all rules and regulations governing student conduct remain in effect while my child is on the field trip and that my child must be dressed properly and protected appropriately for the environmental conditions. I understand that if my child is in possession of/or under the influence of tobacco, drugs, or alcohol, permission is granted to the supervising adult to take all necessary actions should an emergency arise. In case of accident or incident requiring medical attention, if a parent/guardian or any of the people listed above cannot be reached, I authorize the school to take emergency actions deemed necessary, including the transportation of the student to a hospital, medical center or physician for treatment.

My child has permission to self-administer Tylenol or Advil per manufacturer's recommendations during this field trip. Please circle one: YES NO

If your child requires an inhaler, EPI-PEN or diabetic supplies it is the parent's responsibility to be sure that your child has these supplies with them.

Parent/Guardian Signature

Date