

# WESTLAKE High School

## Field Trip and Travel Instructions



### Field Trip Instructions

- 1) Decide on an activity or event to attend with your students. Make sure event relates directly to your curriculum.
- 2) Run idea past the administrator over your department.
- 3) Fill out *Field Trip form* and turn in to Kristin Packer (for approval in staff meeting)
- 4) Turn in bus request to Natalie Clark (cost will be charged to the teacher or department budget) at least 2 weeks before event.
- 5) Prior to leaving, have students turn in parental permission slips and keep on file.

### Out of State Travel Instructions

- 1) Decide on an activity or event to attend with your students. When planning try and keep in mind the cost for the student. Students may not miss more than 3 school days for trip.
- 2) Run idea past the administrator over your department.
- 3) Have a parent meeting and vote on trip. Keep records of the vote and minutes from the meeting.
- 4) Fill out *Out of State Travel form* and submit to Kristin Packer (for approval in staff meeting).
- 5) *Out of State Travel form* will be submitted to District for board approval  
(This is only done twice a year: **Sept 25** and **April 23**)

### Once trip has been approved by Board:

- 6) Make 2 Copies of the *Consent and Authorization Form* filled out by parent (One copy must travel with you and one copy submitted to Main Office).
- 7) Complete *Out of State Travel Checklist*, before you leave on trip. (Must be turned in with copies of Consent and Authorization Form to Main Office).
- 8) List of Chaperones must be approved and submitted to Natalie Clark (Please allow enough time for fingerprinting). Minimum ratio of 1:10.
- 9) Following the trip, an *Excursion Completion form* must be completed within 10 days and turned into Kristin Packer. This form will then be submitted to the District.

### In-State Overnight Travel

- 1) Decide on an activity or event to attend with your students. When planning try and keep in mind the cost for the student. Students may not miss more than 3 school days for trip.
- 2) Run idea past the administrator over your department.
- 3) Have a parent meeting and vote on trip. Keep records of the vote and minutes from the meeting.
- 4) Fill out *Field Trip form* and turn in to Kristin Packer (for approval in staff meeting)
- 5) Turn in bus request to Natalie Clark (cost will be charged to the teacher or department budget) at least 2 weeks before event.
- 6) Prior to leaving, have students turn in parental permission slips and keep on file.
- 7) List of Chaperones must be approved and submitted to Natalie Clark (Please allow enough time for fingerprinting). Minimum ratio of 1:10.
- 8) Please leave an itinerary of events, hotel information, and phone numbers with Main Office.