

NWLSD Field Trip Handbook



2025-26 School Year





FIELD TRIP HANDBOOK

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Board Policy

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other district-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other district-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State, except that prior Board approval is not required for overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.

The Superintendent shall approve all other such trips. The Superintendent may approve overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.



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Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

Students may be charged fees, including, but not limited to, admission fees, for District-sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled round trip from the point of exit and entry of the State is more than 1,000 miles.



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Field Trip Procedures

The purpose of field trips is to support and enrich the academic program. Per Northwest Local School District Board Policy 2340, “properly planned and executed field trips should: supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools; arouse new interests among students; help students relate school experiences to the reality of the world outside of school; bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience; and afford students the opportunity to study real things and real processes in their actual environment.” As such, field trips must correspond to courses of study/state standards and should be included in teachers’ long-range planning. Occasionally an opportunity occurs for a field trip that was not planned in advance. These field trips will be considered on an individual basis.

What is a Field Trip?

A field trip is an off-campus educational experience for students planned by school staff during or immediately after the end of the school day. The substance, nature or content of the field trip is such that it cannot be replicated in the setting or confines of the classroom, nor is it found in the classroom resources or instructional resources.

Trips to team competitions or extracurricular activities held outside the school day are not considered field trips. They are subject to approval by their building administrator through the use of the bus request form. Trips that are out-of-state or extended trips must be approved by the Board of Education (see below).

Field Trip Transportation

Educational field trips during the school day must use district bus transportation. Parent or school employee personal car transportation is discouraged and requires that a Permission to Transport Form be on file with Human Resources. Schools are not permitted to charge students/parents for transportation costs related to field trips scheduled during the regular school day. See your building administration about funds for field trip transportation.

Beginning the 2025-2026 school year, rates will be applied to every field trip by the Transportation Department. The rate will be \$41.93 per bus per hour and an additional \$3.68 per bus per mile.

Eligible Participants

Since field trips are a component of classroom instruction, **ALL** students are expected to participate in field trip activities and may not be excluded by school or district staff. If a student who qualifies for free/reduced lunch cannot participate due to a fee being charged, the school district must assume the charge of the trip. See your building administration about funds for students on free/reduced lunch.



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In most cases, an entire class takes part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group, or when the trip is appropriate for only a few students working together on a project). The Board wishes to make it possible for all students to have the opportunity to experience the instructional benefits of the field trip.

In all cases, when only part of a class attends a field trip, the administration ensures that satisfactory arrangements are made for the instruction of those staying in school. Alternate assignments of equal educational value must be provided to students not participating in field trip activities.

Employee and Chaperone Cost of Trips

Employees cannot derive any benefit, such as free trips, from working with a certain vendor.

The auditors check this each year. If you are working with a vendor in planning your trip, please be sure your expenses are covered through other means. However, it is permissible to receive free admission to certain events for employees and chaperones. For example, if a museum allows one free chaperone admission for every 10 student admissions purchased, it is not considered a benefit and is allowable. If you are unsure if your circumstance would qualify as a benefit or be an allowable admission, please contact your building administrator or the administrator in charge of curriculum for clarification.

Regular Field Trips

Regular field trips are those trips which take place within the community or to places near enough so that the trip can be accomplished during one school day. **Regular Field Trips are approved at the building level and do not require approval from the Board of Education.** See Appendix A for the District Field Trip Request Form.

Extracurricular groups are generally not permitted to take field trips within the school day due to students missing classes. Exceptions to this must be approved by the building principal.

Out of State Field Trips

Field trips out of the state while school is in session are not normally approved. The Board considers special requests for such trips when they are necessary to a curricular or co-curricular purpose, well-planned, adequately chaperoned and satisfactorily financed.

A form is available in **Appendix B** of this document, for those wishing to apply to the Board of Education for an out-of-state field trip. **These trips must be approved by the Board prior to any specific arrangements being made and funds collected. Appendix B should be submitted to the Director of Curriculum to be added to the Board agenda for approval.** Once the Board has approved the application, a request for buses must be signed by the building principal and sent to transportation.

There is a short list of pre-approved, out-of-state field trips included in this manual. These are trips frequently taken by Northwest students as part of curricular activities.



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Extended Field Trips

Extended field trips are: a) trips of several days' duration when school is not in session or b) trips within the state involving more than one day's time while school is in session. **These trips must be approved by the Board prior to any specific arrangements being made and funds collected. Appendix B should be submitted to the Director of Curriculum to be added to the Board agenda for approval.** Once the Board has approved the application, a request for buses must be signed by the building principal and sent to transportation.

Expense reimbursement for Out-of-State/Extended Field Trips

Requests for reimbursement must be submitted to the Administrator in charge of Curriculum as part of the field trip request process ***prior to Board approval.*** (See Appendix C) This information should be available to the Board of Education when approval is given. The amount of reimbursement will be decided by the Administrator in charge of Curriculum.

Educational Trips Out of the Country

Educational Trips to foreign countries are not sanctioned nor supervised by the Northwest Board of Education. The Board disclaims any sponsorship, responsibility or approval thereof, since such trips are deemed the sole responsibility of the parents, students and individual sponsors or promoters. Any materials regarding such trips distributed by individuals who are also employees of the Board must include a statement to that effect. Employees of the Board may not market such trips during the workday and must request a facility lease to conduct meetings after school hours.

Procedures for Securing Permission to Schedule a Field Trip

All regular field trips are approved through the designated building administrator. The building administrator checks the appropriateness of the trip for the curriculum and the reasonableness of the cost for students. **No information may go home to parents about a field trip prior to approval by the building administrator.**

Teachers must submit a Field Trip Request form (see Appendix A) to the building administrator at **least three weeks** prior to the trip day. Bus requests must be completed online by designated building office personnel after the administrator approves of the field trip. Bus requests must be completed **two weeks** prior to the scheduled trip so drivers may be secured. Requests received after this date could be canceled at the discretion of the Transportation Department. No field trips may be requested during the final week of the school year.

Buses may not leave the district prior to **9:00 a.m.** and must return by **1:30 p.m.** unless special permission is obtained from the Transportation Department. When field trip buses are not back by 1:30 p.m., it causes our afternoon routes to be late getting students home. An Assistant Supervisor will process such requests. ***A very limited number*** of these requests will be granted as they necessitate the hiring of a substitute bus driver and the use of an additional bus.

Long range planning is necessary for all out-of-state field trips and extended field trips, as they must be approved by the Board of Education prior to any announcements to parents or funds



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being collected. These requests must be received by the Administrator-in-charge of Curriculum a minimum of **10 school days** prior to the Board meeting of approval. If reimbursement is requested for any teacher expenses the **Request for Field Trip Reimbursement** form must accompany the trip request. The Board meeting schedule is posted on the district website and available in school offices. Requests without the **Request for Field Trip Reimbursement** forms will be assumed to be at no cost to the district.

Chaperones

Along with completion of the Volunteer Application form that is submitted to Human Resources, buildings will use the Raptor system to screen potential chaperones. Only volunteers with clean background checks will be permitted to attend field trips. All chaperones are expected to display appropriate behavior at all times, This includes refraining from smoking or vaping during the duration of the trip and the use of inappropriate language.

There should be at least one approved chaperone per ten students for elementary students (grades K-5) and one approved chaperone per 30 students for secondary students (grades 6-12). Some trips may require more (or less) chaperones than others, and this is determined by building administration. Chaperones must be considered in the count of people per bus when working with the Transportation Department. Chaperones are not permitted to bring preschoolers or other children on the bus or on the field trip. One certified/administrative staff member must accompany **each** school bus being utilized for a field trip in addition to any chaperones. The chaperone's responsibility shall be to assist the school bus driver in maintaining passenger control and enforcing procedures for the safety of all passengers. While at the location, the chaperone is responsible for ensuring the safety of the students assigned to them and following any guidelines and requests communicated by district personnel.

Field Trip Roles

Principal or designated building administrator

1. Initially approves the educational value of the field trip by consulting with the appropriate department chairperson and staff member(s) initiating the request concerning the appropriateness of proposed trips.
2. Investigates and provides for any safety issues the trip may present such as the number of chaperones, facility issues, transportation needs, etc.
3. Assures that field trips are a necessary component of the curriculum of the class.
4. Monitors the number of field trips taken by each class.
5. Ensures that funds are appropriated for each trip and that purchase orders are in place well in advance.
6. Communicates denial of field trip requests to teachers if applicable.

Teacher

1. Selects appropriate field trips for his/her class that support state standards and course learning goals.
2. Follows district field trip procedures, especially timelines necessary for others to



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complete their jobs efficiently.

3. Infuses these trips into classroom instruction through appropriate pre-trip and post-trip activities.
4. Provides alternative assignments of equal educational benefit for students not participating in the field trip.
5. Establishes clear expectations in terms of academics and behavior needed for a successful experience for students.
6. Notifies the cafeteria manager in advance if class will be gone during lunch, and makes arrangements for sack lunches.
7. Works with the school health assistant/nurse to obtain EMA forms for all students. The teacher in charge should keep EMAs for all students during the field trip. Obtain any needed medication from the building health assistant/nurse. Teachers must complete any necessary medical training in order to administer medication prior to the day of the field trip.

Director of Curriculum

1. Reviews requests and recommends Out of State and Extended Field Trips to the Board of Education for approval.



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Checklist for Field Trips

Pre-Approval Activities

- ☐ Secure specific information about the location of the field trip and its appropriateness to the curriculum. When you talk to the representative at the location of your trip be sure to ask about the method of payment they require. Northwest Local School District prefers to provide a purchase order number to the location and ask that they bill the district. Some locations may prefer a check on the date of the trip.
- ☐ Consult the school calendar for possible conflicts before determining approximate dates.
- ☐ Be sure to observe the guidelines for the time of day of trips. Special permission must be received from Transportation prior to requesting a trip that begins before 9:00 a.m. or concludes after 1:30 p.m. **When field trip buses arrive late after 1:30 p.m., it causes students to be delayed getting home.** This must be done prior to sending a field trip request to the principal. The Transportation Office will process these requests.
- ☐ Consult with the school Health Assistant to determine what special medical needs must be considered for students attending the field trip. Ensure that properly trained school personnel are available to go on the trip if needed.
- ☐ Submit a Field Trip Request Form and a Bus Request Form to your building principal for approval at least **three weeks** prior to the date of the trip. The Bus Request form (online) must be submitted to the Transportation Department **two weeks** prior to the scheduled trip. Be sure to consider the need for handicap accessible buses for special needs students. Be aware of the maximum number of students per bus when determining your trip cost. Adults count as two elementary students when figuring this number.

Post-Approval Activities

- ☐ Confirm date and other specifics with the field trip location.
- ☐ Create permission slips and obtain parent permission from all students. Permission slips should be copied on the back of the EMAs that are printed by the Technology department from the student system.
- ☐ Collect field trip monies through PaySchools. Your building secretary (OP5) will work with the treasurer's department to set up the payments. If your location will accept a purchase order, the building secretary will generate a purchase order. All appropriate information for the purchase order must be to the building office professional (OP5) at least **30 days** prior to the date of the trip.
 - If your location requires a check, the building office professional (OP5) will need a minimum of **10 days** to process a purchase order and receive a check from the Treasurer's Office.



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- ☐ Your OP5 will work to reserve the appropriate amount of buses in Versatrans Triptracker.
- ☐ Arrange for an adequate number of chaperones and provide instruction to them on their duties. A minimum of 1:10 ratio for elementary students and 1:30 for secondary students is required although more chaperones may be necessary due to the age of the students and the location of the trip. The decision about the number of chaperones is made jointly by the teacher and building administration.
- ☐ Gather the completed EMA forms for all students. The teacher in charge should keep EMAs for all students during the field trip.
- ☐ Prepare the students for this experience by showing the connection with what they are doing in class. Make your expectations clear for the activities they will be completing after the trip.
- ☐ Make your expectations clear for student behavior during the trip. Review the behavioral expectations for students as outlined on the Daytime Field Trip Guidelines from the Transportation Department. **The students are representing Northwest Local School District while in our community and we need to be proud of their behavior.** Discuss arrangements for student disciplinary or medical emergencies with your school administrator.
- ☐ Make arrangements with the school nurse/health assistant for student medication needs and any requirements for trained personnel.
- ☐ Check with building case managers concerning the needs of students with disabilities.
- ☐ Make arrangements with the cafeteria manager for student sack lunches if needed.

Day of the Field Trip Procedures

- ☐ Be sure the teacher has the appropriate EMAs for all students.
- ☐ Review with chaperones and students appropriate behavior on the bus and on the location of the trip.
- ☐ Review bus safety procedures and bus rules with students.
- ☐ Carefully count the number of students present as they board the bus from school and from the field trip location.
- ☐ Obtain any needed medication from the building health assistant/nurse.
- ☐ Upon arrival make payment for the trip with a purchase order or check.



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- ☐ Monitor student behavior and completion of academic tasks throughout the day.

After the Field Trip

- ☐ Check with the bus driver(s) at the end of the trip concerning any problems.
- ☐ Return EMAs and medicine promptly to the proper place in the building.
- ☐ If you paid for the trip with a purchase order, return the invoice to the building secretary.
- ☐ If you paid for the trip with a check, return the receipt to the building secretary.
- ☐ Conduct follow-up activities in the classroom.



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Elementary Pre-approved Field Trip List

Elementary Pre-Approved Field Trip List	K	1	2	3	4	5
Aronoff Center				X	X	X
Benninghofen Museum					X	X
Berger's Farms and Garden Center	X					
Brookville, IN					X	
Burwinkel Farm	X					
Caesar's Creek Pioneer Village					X	X
Caldwell Nature Center	X		X	X		
Camp Campbell Gard						X
Carillon Park					X	
Cincinnati Art Museum			X	X		
Cincinnati Children's Museum	X	X	X	X	X	X
Cincinnati Fire Museum	X	X	X			
Cincinnati Children's Theater (Taft Theater)		X	X			
Cincinnati Heritage Tour					X	
Cincinnati Public Library	X	X	X	X	X	X
Cincinnati Museum of Natural History		X	X	X	X	X
Cincinnati Nature Center		X	X	X		
Cincinnati Planetarium			X	X	X	X
Cincinnati Reds Hall of Fame			X		X	X
Cincinnati Zoo		X	X	X		X
City Hall				X	X	X
Clifton Mill				X	X	
Cox Arboretum				X		
Downtown Cincinnati Tour	X		X	X	X	
Duke Energy		X		X		
Farbach Werner Nature Preserve		X	X			X
Fort Ancient					X	
Gorman Farm	X					
Governor Bebb Park	X			X		X
Great American Ballpark			X	X	X	X
Greater Cincinnati Airport			X			X
Groesbeck Library	X	X			X	
Hamilton County Parks	X		X			
Hamilton County Courthouse				X	X	X
Hueston Woods			X	X	X	
Hefner Zoological Museum - Miami			X	X		
Kettering – Moraine Museum					X	
Krohn Conservatory		X		X	X	X
LaBoiteaux Woods		X				
Miamisburg Mound					X	
Minges Farm	X					
Mt. Airy Arboretum				X		
Newport Aquarium			X	X	X	X
Parky's Farm		X				
Peffer Environmental Ed.	X					
Riverboat Princess					X	



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Rumpke Driving Tour				X		
Sharon Woods Village			X	X	X	X
Shrine Circus	X			X	X	
Stowe House					X	X
Sun Rock Farm	X	X	X			
Taft Museum			X		X	X
Tour of Cincinnati	X		X			
TV or Radio Stations					X	
Underground Railroad Freedom Center					X	
University of Cincinnati					X	X
Warren County Historical Society Museum					X	
Whitewater Canal – Metamora, IN						X
Whitewater Railroad					X	
Wright Patterson Air Force Museum					X	X

Secondary Pre-approved Out of State Field Trip List

Indiana

Brookville

Hillenbrand Industries, Batesville

Perfect North Slopes, Lawrenceburg

Whitewater Canal State Memorial, Metamora

Whitewater Valley Railroad, Connersville

Kentucky

Greater Cincinnati Airport

Kentucky Riverfront

Newport Aquarium

Northern Kentucky University



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APPENDIX A

Field Trip Request Form

This form is to be completed for all field trips at least three weeks ahead of the trip date. It is to be turned in to the building administrator along with the Bus Request Form.

To the Building Administrator:

Field Trip Location _____

Date of Trip _____ Subject Area _____ Grade _____

Coordinating Teacher _____

Other Teachers Participating _____

Please describe all costs associated the field trip and how each cost will be covered.

How will this trip improve student achievement? List student achievement objectives for the trip using specific state standards.

What instruction will occur in your classroom(s) prior to the field trip to prepare students for what they are going to learn?

What instruction will occur in your classroom(s) when you return from the trip to summarize the students' learning?

Teacher signature _____ Date _____

Administrator signature _____ Date _____

Comments



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APPENDIX B

OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST

Out of state and extended field trips require Board of Education approval. This form should be completed by the teacher, submitted to the building principal, and then forwarded to the curriculum office at least ten days prior to a Board meeting. If a teacher or other staff member is requesting reimbursement for expenses incurred on a field trip, a Request for Reimbursement form must accompany this form when submitted to the Board of Education. Staff members will be notified of the Board's decision through the Board meeting summaries.

School: _____

Grade level, group or classes participating: _____

Employee(s) submitting request: _____

Destination: _____

Departure date and time: _____ Return date and time: _____

Please respond to the following questions.

Students

1. What is the educational objective or intent of the trip? What curriculum objectives/grade level indicators does the trip support?
2. How was the destination selected?
3. How many school days will be missed? How are students going to arrange to make up work in their other classes?
4. What pre-trip activities will occur to prepare the students?
5. How will the students be assessed for accomplishment of the educational objective of the trip?



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OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST

6. How many students will be participating?
7. What are the criteria for student participation?
8. What will be the educational alternative provided for students who do not participate in the field trip?
9. Will any special considerations need to be made for special education students?

Transportation, Lodging and Finances

10. What type of transportation is being used for this field trip? School District buses may not be used if a round-trip distance from the state line to the destination is over 1000 miles. Please contact the Transportation Department if you have any questions concerning this.
11. Which, if any, outside vendors are facilitating the trip? (Ex.: travel agents, private buses, airlines, etc.)
12. If students are staying overnight, what is the name, address and phone number of the facility where they will be staying?
13. Please describe all costs associated with the field trip and how each cost will be covered.
14. What provisions will be made to cover student costs if fundraising does not generate enough financial support and/or some students are unable to pay for the trip?



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OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST

Parents/Chaperones

15. How are parents being informed about the trip?
16. There should be at least one chaperone for every 10 students. What will be the adult to student ratio?
17. Which staff members will be serving as chaperones? (Please consult the principal before asking other employees to participate. Please consult the human resources office before asking employees in other Northwest Schools to chaperone.)
18. How many parent chaperones will be participating in the field trip? How will the chaperones be chosen? What type of orientation or training will the chaperones receive?

Please attach a copy of the itinerary.

All students participating in the field trip must present a permission form signed by the student and parent. The permission form must indicate both parties understand the school rules and the code of conduct. The permission form must also include a liability release.

Signature of Employee		Date	
Approval of Building Administrator		Date	
Received in the Curriculum Office		Date	
Approval of Administrator in Charge of Curriculum		Date	



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APPENDIX C

Field Trip- Request for Reimbursement

(Attach to Out-of-state or Extended Field Trip form when submitting for Board of Education approval)

Northwest Local School District will reimburse a limited number of expenses for employees who chaperone student field trips. These expenses must be pre-approved by the administrator in charge of Curriculum at the time of Board approval. Please indicate the fund that will pay for expenses. Once Board approval is received, you must work with your Building Office Personnel (OP5) to ensure that proper Purchase Orders are in place. Any expenses above the approved amount will not be reimbursed.

Name of employee(s) serving as chaperones on school field trip, their building and their grade level or subject area taught:

Date(s) of field trip _____

Destination of field trip: _____

Please list below the expenses for which each employee expects reimbursement on your trip:

Item Cost/Fund

_____	_____
_____	_____
_____	_____
_____	_____

Total _____

Administrative Office Use Only

_____ Request denied

_____ Request approved for _____ employee(s) chaperones for a maximum of \$ _____

Administrator in Charge of Curriculum and Instruction Date



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APPENDIX D

Transportation Department

Daytime Field Trip Guidelines

Please submit your Field Trip Bus Request online a Minimum of **2 WEEKS** in advance of your requested date. When we receive your request, we will send you a confirmation stating that your request has been processed and how many buses we are sending. Please review the confirmation when you receive it. If your date, head counts, time etc. changes call **A.S.A.P.**

ALL Daytime field trips should be scheduled between **9:00 AM and 1:30 PM**. If you need to schedule outside this time frame, please contact our office. We will try to work with you to meet your needs. *However, our first priority is to transport students to and from school.* No field trips should be scheduled during the last week of school.

Seating Capacity

K-5th grade 60 persons per bus (COUNT ADULTS AS TWO)

6-12th grade 48 persons per bus (COUNT ADULTS AS TWO)

You may want to order extra buses when traveling more than 10 or 15 miles. (3 to a seat is uncomfortable on long trips.)

The price for field trip buses will be calculated based on time and distance of the trip at the time of scheduling. Information on the trip should be placed into the Transportation Department's online system for a cost estimate. You will receive a bill within 30 days of your completed trip.

Conduct on the bus is to be the same as observed in the classroom. ***NO EXCEPTIONS.***

No eating or drinking on the bus. **NO GUM!** If you stop at a restaurant, all food and drinks must be consumed before returning to the bus.

We have directions to most locations. If you are going to an obscure location, please send us directions or a street address with zip code.

When you arrive at your destination, check with the driver. The driver will give you a time when you need to return to the bus, or exchange cell numbers. Our office will be expecting this bus to arrive at their afternoon route on time to transport NWLSD students home from school.

Thank you in advance for your cooperation.

Sincerely,

The Transportation Department



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APPENDIX E

Volunteer Application Form

Name _____ Date of application _____

Address _____

City _____ Home Phone _____

State, Zip _____ Cell Phone _____

In which school(s) are you interested in volunteering?

_____ HELC	_____ SE	_____ TE	_____ CE
_____ PRE	_____ MHE	_____ CMS	_____ WOMS
_____ PRMS	_____ CHS	_____ NWHS	

In which activity(ies) are you interested in volunteering?

_____ Lunch	_____ Recess	_____ Arrival	_____ Dismissal
_____ Library	_____ Classroom	_____ Office	_____ Events
_____ Field Trips	_____ Other:	_____	

Times in which you are interested in volunteering?

_____ AM _____ PM

Days in which you are available to volunteer?

_____ Monday	_____ Tuesday	_____ Wednesday
_____ Thursday	_____ Friday	

List below three references who can speak to your volunteer qualities:

Name _____ Phone #: _____

Name _____ Phone #: _____

Name _____ Phone #: _____



FIELD TRIP HANDBOOK

Each volunteer/chaperone should be informed that s/he:

- A. is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at the Board's expense.

I authorize previous employers and references to share information regarding my background and authorize this district to conduct a complete background investigation if desired. I release this district and the reference sources from any liability in connection with any information given.

I certify the information on this application is correct and understand misrepresentations or omissions may be cause for rejection as a volunteer.

Signature

Date