

2.005 Field Trips

1. Requests for field trips must be approved in advance by the Principal before arrangements can be made.
 2. Field trip requests must include proper paperwork which can be obtained from the Principal's office or on-line in the Employee Handbook.
 - a. **MSSD/KDES Field Trip Preparation Checklist**
This gives timelines and a list of what needs to be accomplished prior to departing on a field trip. Teachers must follow the guidelines.
 - b. **Field Trip Request Form - KDES**
This request form must be submitted at least 3 weeks in advance to the Principal for approval of a field trip.
 - c. **Field Trip Request Form - MSSD**
This request form must be submitted at least 3 weeks in advance to the Principal for approval of a field trip.
 - d. **Field Trip Application Form (FOR MSSD ONLY)**
Field trips are a privilege; therefore all MSSD students must apply to attend a field trip. Teachers will announce an upcoming field trip to their class. Any student in that class that is interested must complete an application form by the designated date. The teacher and in some cases the administration will then have final approval as to whether a student may attend the field trip.
- NOTE: Students on Academic Probation will not be allowed to attend field trips.**
3. While on a field trip all participants must adhere to Clerc Center policies.
 4. Supervision on field trips is very important. There must be no greater than 8 students to 1 adult ratio for MSSD field trips. For KDES field trips, the ratio must not be greater than 4 students to 1 adult. Each adult chaperoning the trip will be assigned a group of students to supervise and will be responsible for their safety and for monitoring behavior.
 5. All adults attending the field trip will work together to ensure a safe and meaningful trip.
 6. If behavior problems are encountered on while on the trip, the teachers

need to alert the appropriate Student Advisor upon return and complete Incident Report.