

WHITE PLAINS CITY SCHOOL DISTRICT INSTRUCTIONS FOR FIELD TRIPS 2017-2018

- 1) Field Trips must follow the attached Board Policy and utilize the forms attached to it.
- 2) The attached forms should be used:
 - a. 6153 E.2 Field Trip Request Form
 - b. 6153.E.3 Field Trip Attendance Sheet
 - c. 6153 E.4 Field Trip: Permission Slip
- 3) Upon approval by Superintendent or designee, form should be forwarded to:
 - a. Transportation Office to secure transportation
 - b. Office Manager to requisition for additional fees
 - c. Upon approval of requisition, Purchasing Agent will provide trip information to insurance
- 4) Donations should be submitted to Business Office
- 5) Transportation – When the district provides transportation to students on a school field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless:
 - a. the parent or legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student; or
 - b. intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

CHECKLIST

DATE COMPLETED: _____

- Notify principal, special area teachers, office manager, school nurse and cafeteria staff prior to your trip.
- Do not forget to bring the student permission slips containing their medical information with you.

**Extra-classroom Activity Fund: Field trips through the clubs themselves do not
need PURCHASE ORDERS.**