

GHS Academic Field Trip Checklist

Prior to making any major plans, please set up an appointment with Mrs. Emerson to discuss approval. If approved, please complete the items on this checklist at least four weeks prior to your field trip.

Be prepared to discuss and answer the following:

1. Are there any calendar conflicts with this day?
2. What is the specific curricular tie to the course curriculum that is being addressed and what role does this activity play?
3. Is there an opportunity for this activity to occur outside of the regular school day and time? Can it occur on a Saturday or after 3:00pm?
4. Will this activity be impacted if one of my students is not allowed to go because of a teacher veto?
5. Notification to staff must occur 1 week prior to students missing class.

Please use the following checklist any time you take students away from school for more than just your class period, excluding competitions. All school-sponsored field trips must be within fifty miles of school.

At the completion of your field trip, complete the "Field Trip Documentation" form (on the staff portal) and forward it to Tim Gronski.

Destination: _____ Date: _____

Teacher: _____ Class: _____ Time: _____

Description

Check When Complete

Field trip placed on calendar (email Stephanie VanOpdorp)	
Submit Quick Leave Form for sub (Staff Portal)	
Secure transportation (Pinks/District Vehicle/Other)	
Information to parents, including transportation details	
Parental permission slips from parents turned in to Mrs. Emerson. No student may leave campus without permission from a parent.	
List of students going on field trip to all staff, including Cheryl Dichiser for attendance.	
First aid kit; and any particular medical needs of students going (see Deb Rokis)	
Make arrangements for students not attending (Where to report and who will monitor them).	

Assistant Principal signature: _____ **Date:** _____

Please return checklist to Tamara DeBisschop after it is signed by the Assistant Principal.