

RIVERVIEW GARDENS



SCHOOL DISTRICT

August 23, 2018

Greetings Team,

I am excited to see everyone off to a great start of a new school year.

I wanted to send out field trip information for the new year. You will find attached the field trip packet that is required for submission for all trips. I ask that you keep in mind the 4 weeks local requests and for out of area request time frame before submission to allow for board notification and processing time for my office, transportation and food services.

The allocated budget for schools are as follows:

Elementary Schools \$3300 for the year

Middle Schools \$5000 for the year

Please keep in mind when planning field trips the transportation department has several routes during prime times (6am-8:45am and 2:15pm-4:15pm). Schools should consider planning trips between non prime times: 8:45-1:15. In the event a field trips runs after 1:15 transportation will pick up schools after 4:15 prime time.

If you have questions please feel free to reach out to me directly.

Have a wonderful school year.

Respectfully,

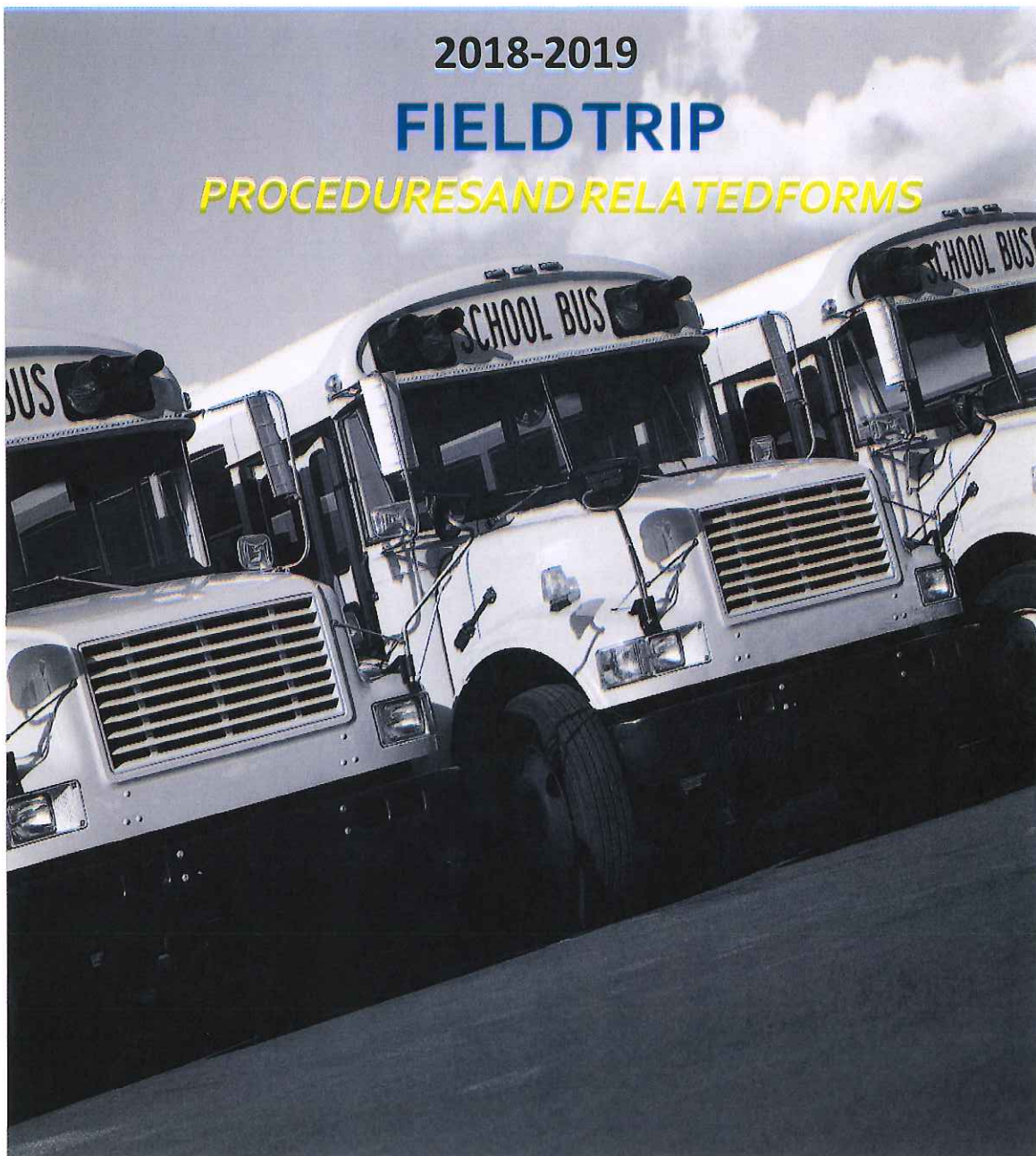
TSG

RIVERVIEW GARDENS SCHOOL DISTRICT

2018-2019

FIELD TRIP

PROCEDURES AND RELATED FORMS



Field Trip Request Procedures

1. **Field trips are scheduled and coordinated at the building level** by the attending staff member (s), principal and building secretary.
 - ✓ **All field trip** requests must be received by the District level Administrative Assistant **4-weeks** weeks in advance of field for out of area requests (beyond 40 miles) and **4-weeks** in advance of the field trip for local requests.
 - ✓ **All field** trips K-12 require the approval of the Assistant Superintendent of Leadership and Accountability.
2. Teacher completes Field Trip Leave Request Form; indicate reason for leave as "Professional Day Leave (Field Trip).
3. Teacher completes "Field Trip Request Form" to include:
 - Estimated expenses
 - Outlining documentation of field trip facility, activity etc. (brochure, web site print out etc.)
4. Teacher submits completed packet to building secretary to verify funding and obtain principal's signature of approval.
5. The principal approved field trip packet is submitted to the Office of Leadership and Accountability Administrative Assistant to complete the approval process.
 - **Superintendent** approval required for all out of area field trips that extend 40 miles beyond city limits.
6. An email verifying approval or denial of a request will be sent to the requesting teacher (s), principal and building secretary.
7. Upon receipt of approval, the building secretary proceeds with field trip coordination.
 - All field trip requests are to be sent via Info Finder to the Transportation Department four **(4) weeks** prior to the date of the trip.
 - The Transportation Department will provide confirmation of bus request to the building Administrative Assistant, Principal and teacher (s).
 - It is the responsibility of the requesting school's Administrative Assistant or Principal, to contact food services at least **two (2) weeks** in advance for all food requests. Failure to do so may result in requested order being unfilled.
 - Complete Sub Finder for attending staff if needed.
8. Copies of the field trip packet are forwarded to Human Resources by the Office of Leadership and Accountability Administrative Assistant.
9. **Other**
 - Field trip budgets are outlined as line item **6349** "Field Trips/Admission" in the Budget Handbook. Verification of current balances is accessible in Keystone.
 - Field trip funds **do not** cover any sponsor/chaperone expenses.

Completed Packets for Approval Must Include:

Page 4 – Field Trip Outline

Page 5 – CSIP Request Rationale

Page 6 – Field Trip Leave Request Form

Supporting Documentation –

Vendor information, brochure, website attachment, etc.

RIVERVIEW GARDENS SCHOOL DISTRICT

2018-2019 Field Trip Procedures and Forms

FIELD TRIP OUTLINE

Approval Request Timeline Prior to Date of Field Trip

4 - Weeks for out of area requests and for local requests

Date of Trip: _____ School: _____
Sponsor Name (s): _____

Contact # _____
Grade: _____
Departure Time: _____ Return Time: _____
Total # of Students: _____ Total # of Adults: _____
Total # of Buses: _____ Special Needs: ____ Yes ____ No
Destination: _____
Address: _____

Phone #: _____

Will a stop need to be made to eat at a park or restaurant? ____ Yes ____ No

Facility: _____

Address: _____

Activity Registration	Total Students	Per Student Cost	TOTAL Cost
Lunch Food Services			
Lunch Other Facility			
Lodging			
Other			
TOTALS			

Sponsor Date

Principal Date

Administrator's Signature Date

Superintendent's Signature Date

***Approval required for all out of state field trips
that extend 40 miles beyond city limits.

Comprehensive School Improvement Plan – Request Rationale

Field trip justification is to be aligned the District's Comprehensive School Improvement Plan (CSIP) stated objectives for student academic achievement and parent and community involvement. Provide rationale for participation in the requested field trip as it relates to meeting the District's CSIP objectives.

1. Explain how this activity aligns with addressing District Accountability Goals or building goals for improved student performance.
2. Explain how this activity will enhance your knowledge and/or skills as an educator.
3. Provide related learning experiences, classroom instruction, and preparation prior to field trip.

Sponsor's Signature

Date

Principal's Signature

Date

Administrator's Signature

Date

Superintendent's Signature Date

****Approval required for all out of state field trips that extend 40 miles beyond city limits.*

Attach supporting documentation of field trip request that includes vendor information, brochure, web site etc.

RIVERVIEW GARDENS SCHOOL DISTRICT

2018-2019 Field Trip
Procedures and Forms

PROFESSIONAL DAY LEAVE | FIELD TRIP REQUEST LEAVE FORM

Approval Request Timeline Prior to Date of Field Trip

4 - Weeks for out of area requests and for local requests

Name: _____ Position: _____
Building: _____

Field Trip Summary

Name of Field Trip: _____
Organization: _____ District _____ Other _____
Location: _____
Time of Activity : _____ To: _____ Date(s) of Activity: _____

Funding Source for Field Trip

Registration fees, lodging, travel, food cost etc.

_____ Title I (Federal) _____ Title II A (Federal)
_____ Safe Schools/Drug Free Grant Title IV (Federal)
_____ School Improvement Funds (Federal)
_____ Carl Perkins (High School)
_____ A+ Grant (High School)
_____ Special Grant: _____
_____ Other: _____
_____ Field Trip Activity Fund
_____ N/A, no fees associated with this activity

Estimated Expenses

\$ _____ Registration
\$ _____ Substitute Cost \$94 full day, \$47 half day
INDICATE ASSOCIATED EXPENSES WITH AN "X"
_____ Bus/Van Rental
_____ Hotel
_____ Airfare
_____ Meals
\$ _____ Total Estimated Expenses

Substitute Request

Yes: _____ No: _____
Grade Level: _____ Room #: _____
Full Day: _____ Half Day: _____
Date (s): _____ Time: _____
_____ To: _____ Requested Substitute
Name: _____ Requested
Substitutes Job #: _____

Funding Source for Substitute

\$94 full day, \$47 half day, 4-hour minimum
_____ Substitute Pay
_____ Title I (Federal) _____ Title II A (Federal)
_____ Safe Schools/Drug Free Grant Title IV (Federal)
_____ School Improvement Funds (Federal)
_____ Carl Perkins (High School)
_____ A+ Grant (High School)
_____ Special Grant: _____
_____ Other: _____

SIGNATURES

Sponsor

Date

Principal

Date

Administrator's Signature

Date

Superintendent's Signature Date

***Approval required for all out of state field trips that
extend 40 miles beyond city limits.