

Section: 5000 - Finance

Title : Field Trip Procedures

Number: 5040

Status: Active

Adopted: August, 2019

Field Trip Procedures

1. Teachers will select field trips that are appropriate for students and enrich the academic learning in the classrooms.
2. Field Trip Leaders will submit online the Field Trip Request Form through the TJCA Info site. <https://sites.google.com/tjca.org/tjca-info/staff-forms-and-documents?authuser=0>
3. Once the field trip has been approved by the Principal the approved request and permission slips will be forwarded to the Field Trip Leader.
4. The Field Trip Leader should then contact the Finance Office to make payment and collection arrangements.
5. Permission Slips can be handed out only after payment and collection arrangements have been made.
6. The Field Trip Leader is responsible for making reservations, confirming reservations, collecting money and collecting permission forms for the trip.
7. Turn in money and receipt copies in a correctly marked sealed envelope to Finance Officer or designee
8. Completed permission forms showing parent/guardian signature must be available to Field Trip Leader at all times while participating with the field trip.
9. Completed permission forms showing parent/guardian signature must be turned in to the Finance Office the first school day following the field trip.
10. The cost of chaperones must be built into the cost of the trip.
11. Tip money must be factored into the cost of the trip TJCA suggest \$2.00 per day-per person.
12. All overnight field trips will require a non-refundable deposit.
13. Check with your travel agency about trip insurance through them.
14. Any funds left over at the end of your field trip, where a TJCA bus was required, will be donated to the transportation fund.
15. Any funds left over at the end of a field trip where outside transportation was provided will be placed into a "Travel Scholarship Fund" to help disadvantaged students.
16. Final payment deadlines must be at least one month before departure for overnight trips.
17. Chaperones will be staff members of TJCA. If any additional chaperones are needed, the parents' name will go on a list and be chosen by a lottery.
18. Overnight trip room assignments will be assigned with same gender adult/student regardless of relationship.
19. All participants on an overnight trip will be required to fill out a medical release form.
20. All parent chaperones are held to the same high standard as our staff and students with no exceptions. We will not tolerate drinking, consumption of alcohol or any drugs and must follow set curfews and all rules set by the trip administrator.

NOTE: Roundtrip Transportation Student fees are:
20-100 miles \$1.00: 101-200 miles \$2.00:
Over 200 miles please discuss with the Transportation Director