

## Field Trip Procedure

Field trips are a valuable opportunity for students to learn beyond the classroom. To ensure safety, organization, and a positive experience for everyone involved, please review and follow the guidelines below:

### Student Authorization

- **All students must have written authorization** from their parent or legal guardian to participate in the field trip.
- No student will be allowed to attend the field trip without a signed permission form submitted by the deadline provided by the teacher.

### Volunteers

- **Volunteers will be selected on a first-come, first-served basis** according to the number of volunteers needed for the trip.
- Only the selected volunteers are authorized to attend the field trip.
- Parents who were not selected will not be permitted to attend the field trip on-site.

### Groups

- Teachers will contact selected volunteers with a **schedule, instructions, and assignments** before the trip.
- Each volunteer will be **assigned a specific student group** by the teacher. Volunteers must remain with their assigned group for the entire trip.
- Groups will **not be changed**, and volunteers may be assigned to a group that does not include their own child.

### Student Supervision

- **Parents may not pull their child out of their assigned group** at any time during the field trip.

- Students are to remain with their assigned group, under the supervision of the teacher and volunteer, for the duration of the trip.

#### Transportation

- **All students are required to travel to and from the field trip location on the school bus with their class.**

These procedures help us keep every child safe, organized, and included while ensuring a positive experience for both students and volunteers. We appreciate everyone's cooperation in following these guidelines.