

FIELD TRIP CHECKLIST/GUIDELINES

	DAY TRIPS AND WALKING TRIPS: Complete FIELD TRIP REQUEST FORM for day trips and walking trips and submit to principal three weeks in advance
	OVERNIGHT, OUT-OF-STATE/COUNTRY TRIPS: Complete FIELD TRIP REQUEST FORM for overnight, out-of-state/country trips to principal at least two months in advance and include this information:
	➤ Chaperone list with contact information
	➤ DJUSD staff attending
	➤ Budget and fundraising plans
	➤ Attach itinerary and behavior expectations
	➤ Contracts for housing, transportation, etc.
	➤ Attach copies of all forms parents will fill out (*If non-djUSD employee is helping to administer medications, parents must fill out the Parent Authorization designating an individual who is not an employee of the district to administer medication form)
	➤ Current CPR certification attached to form (for at least one school staff member attending the trip)
	SITE ADMINISTRATOR approves trip and signs field trip authorization form
	DIRECTOR OF STUDENT SERVICES approves Overnight or Out-of-State/Country trips after site approval
	CHIEF BUSINESS AND FINANCIAL OFFICER approves contracts for services (e.g. air fare, transportation, lodging)
	➤ Initialed by site administrator indicating approval
	ROSTER OF STUDENTS attending trip (legal names and ID #) submitted to attendance office one week in advance
	HEALTH CARE ISSUES reviewed from field trip forms. Submit full roster to school nurse per timeline
	➤ Overnight or out of state/country: At least one month before trip
	➤ Day trips and walking trips: At least one week before trip
	IMPORTANT NOTES REGARDING HEALTH CONDITIONS AND MEDICATIONS: Students may not be excluded from trips based on health conditions and parents must not be required to accompany a student based on a health condition. If further guidance is needed in managing a specific condition on a field trip, please see the school nurse who may consider developing an Individual School Health Plan.
	EMERGENCY CARE PLANS for students with health conditions: teachers taking students with diabetes, seizures, or severe allergies need emergency supplies and training provided by school nurse.
	MEDICATIONS: Students taking medications during field trips must have on file an authorization signed by parent/guardian and physician. Teachers hold medications and document doses. Training provided by nurse.
	<ul style="list-style-type: none"> ➤ Any medication (including non-prescription and over-the-counter) required by a student during the trip must be authorized by a parent/guardian and physician on the district's Medication Assistance Authorization form. ➤ Administration of medication must be supervised and dose documented by a school staff member or authorized health professional trained in assisting/documenting medication administration. ➤ No other forms developed by trip organizers (e.g. Walker Creek) may replace district-authorized forms in seeking or documenting medical authorizations for students. ➤ Each medication must be authorized by a physician and parent/guardian and must include the following: student's name and date of birth; name of medication and reason for administration; amount or dose; route; time the medication is to be administered; and the specific symptoms that make the administration of medication prescribed on an as needed basis (PRN) necessary.
	Ed. Code 49423,049423.6; CDE Program Advisory on Medication in Schools
	FUND-RAISING REQUIREMENTS
	<ul style="list-style-type: none"> ➤ No student may be excluded from a trip for an inability to pay ➤ Student and/or parent participation in fund-raising events must be voluntary; participating in a fund-raising event cannot be made mandatory for class credit or to attend a field trip ➤ Any proceeds from fund-raising activities are to be spent for the benefit of the entire student club or group, and are not to be spent specifically on the students who raised the money. ➤ All donations must be collected by district staff or board approved school-connected organizations according to Board Policy 1321 guidelines.
	ALL FIELD TRIP, MEDICATION FORMS, AND DONATIONS/FUND-RAISING are collected by district staff only