



Field Trip Policy

Each class will take field trips annually, scheduled during August planning. Parents are notified in September.

Before the Trip

- Submit trip details (date, location, time, participants) to the administration.
- Trips must relate to the curriculum.
- Related project work should start at least three days before the trip.
- Permission forms issued two weeks prior; reminders one week prior.
- Assign chaperones.

During the Trip

- Uniforms are required.
- No phones allowed.
- Use worksheets to support trip objectives.

After the Trip

- Take attendance.
- Return the first aid kit to the nurse.
- Complete the trip project.

Photo & Communication Expectations

- Use school iPad to take high-quality photos
- One teacher submits Instagram photos; another sends updates to parent WhatsApp group