

COORDINATING SCHOOL FIELD TRIPS

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(SJA)

Department:	School
Number:	850.4
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Page:	1 of 1

I. Policy:

Any school staff planning a field trip shall complete the following procedure in order to ensure an organized and safe field trip takes place.

- II. Procedures: Staff planning field trip is responsible for ensuring all necessary components of the field trip are secured, including venue, transportation, meals, communication and payment. Before doing any of the following, staff must have field trip approved by the Principal.
- A. Teachers will complete the Field Trip Planning Packet Google Doc and share it with the School Secretary and Principal
 - B. After the Principal approves the field trip, the School Secretary will ensure completion of all aspects on the form.
 - D. Parent/Staff Communication – Staff shall prepare all necessary communications with parents and staff (field trip permission forms, emails to school staff/principal)
 - E. Payment – the School Secretary will complete all payments for admission, busses, and other charges that may be required for said field trip.

Approved by: _____

President/CEO

Date

3/4/2020