

PALATINE HIGH SCHOOL

Assistant Principal's Office

FIELD TRIP PROCEDURES 2019-2020

1. ALL Field Trips must fill out the attached form, complete with a list of involved students.
2. Get your Department's Chair approval and signature. Turn in the form to Mr. J. Volgi four weeks before the trip for his signature.
3. If necessary, the request for Transportation form should be turned in 4 weeks before the trip to Mr. Alther.
4. NO Field Trip can be taken two weeks before the end of a semester, two weeks before Advanced Placement Testing (for trips involving A.P. Students) and during state testing.
5. If field trip is **outside of authorized window for trips**, Department Chair should bring request for approval to next Leadership Meeting. This should happen four weeks before the trip.
6. It is the responsibility of the staff in charge of the field trip to distribute and collect all field trip permission forms within 5 school days of the field trip.
7. Students must get approved staff signatures for EACH class they are missing due to the field trip.
8. On the day of the trip the staff member taking the trip **must** update the student list with Attendance Clerk, Debbie Crask team **before** leaving on the trip.

The following guidelines are for **off-site misbehaviors, OR medical situations** that may occur on a field trip

BEHAVIOR	ACTION TO TAKE
INSUBORDINATION/UNCOOPERATIVE/DISRUPTIVE	<ul style="list-style-type: none">Refer to student's administrator upon return to school
DRUG VIOLATION/ALCOHOL/SUBSTANCE ABUSE	<ul style="list-style-type: none">Refer to student's administrator upon return to schoolIf out of town, inform principal's office from site of field trip, or from bus. Call student's parents for them to transport student home if possible. If not, parents will pick-up student from school when return. Student is not allowed to continue participating in events.
STUDENT ARRESTED OR IN CUSTODY OF LOCAL AUTHORITIES	<ul style="list-style-type: none">Call and inform principal's office immediately with phone numbers and names of place/authorities.Principal's office will call student's parents
STUDENT MISSING	<ul style="list-style-type: none">Call local authorities immediatelyCall Principal's office for instructions before leaving without student(s)
MEDICAL SITUATION(S)	ACTION TO TAKE
STUDENT INJURED OR BECOMES ILL	<ul style="list-style-type: none">Call local authorities immediately for medical attentionCall and inform student's parents of situationCall Principal's office with the appropriate information and instructions
LATE RETURN TO SCHOOL	ACTION TO TAKE
FIELD TRIP IS LATE RETURNING TO SCHOOL	<ul style="list-style-type: none">Have driver radio aheadTell the students to go the main office hallway for passes (i.e. if missing class), or to in hallway for instructions (i.e. miss their bus to go home)Report to administrator upon arrival at school for further instructions