



**Klamath Falls
City Schools**

100% Graduation is Our Expectation!

1336 Avalon Street
Klamath Falls, OR 97603

**FIELD TRIP GUIDELINES
and
INFORMATION**

(Must be submitted to building administrator and appropriate departments 2 weeks prior to field trip)

Teacher Name(s): _____

Date and time of field trip: _____

Location (address and phone number) of field trip: _____

Cost of trip per student: _____ **cost per adult:** _____

Description of the trip (include correlation with standards, curriculum and instruction): _____

Transportation Department:

Transportation Trip request must be submitted by Wednesday of the week prior to the field trip.

Anticipated departure date, time and location: _____

(when you are leaving for the field trip)

Anticipated return date, time and location: _____

(when you want the bus to pick you up to return you to school)

Anticipated amount of students attending field trip: _____

Anticipated amount of adults attending field trip (including teachers and staff): _____

Food Services Department:

Must be submitted to food services department in building two weeks prior to scheduled field trip.

Will students eat breakfast at school? Yes No

IF "to go" breakfast is needed, how many anticipated meals need to be prepared? _____

Will students eat lunch at school? Yes No

Does lunch time need to be altered due to field trip? Yes No (if yes, requested time: _____) IF "to go" lunch is needed, how many anticipated meals need to be prepared?

_____ After school program:

Will students eat supper at school? Yes No N/A

IF "to go" supper is needed, how many anticipated meals need to be prepared? _____

Please note any allergies that need to be accommodated for students attending this field trip:

Nursing Department:

Must be submitted to assigned building nurse two weeks prior to field trip.

Identify students who will need medication administered during hours of field trip.



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Identify staff trained to administer **medications** who will attend field trip.

Identify students with Health Plans here and notify nurse of upcoming field trip:

Please put N/A for any that do not apply to students attending field trip.

Identify students with **life threatening allergies** who will attend field trip:

Identify staff trained to administer Epi-Pen who will attend field trip.

Identify students with **diabetes** who will attend field trip:

Identify staff who trained to administer Glucagon who will attend field trip.

Identify students with **Seizure disorders** who will attend field trip:

Identify staff trained to administer emergency medication/treatments who will attend field trip.

It is highly recommended that a first aid trained staff member attend field trips.

If additional training is needed, prior planning and review of available trainings is recommended to ensure staff are appropriately trained to attend field trip.

Field Trip Guidelines:

At least two weeks prior to field trip:

_____ approval from building administrator

Two weeks prior to field trip:

_____ Transportation request completed and send to transportation department

_____ Food Services department notified and provided information

_____ Nursing department notified of any students on health plans attending field trip.

_____ Permission slip completed with the following statements OR attached permission slip:

I understand that there is no medical or accident insurance coverage provided by Klamath Falls City Schools. I understand that I am responsible for any medical expenses that may arise from my child's participation in this event. I also understand that I may purchase insurance through the school to provide coverage for my child.



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Please note that written permission slips are required for any swimming, outdoor, physically active or potentially dangerous field trips. Verbal permission is only allowed for field trips to Ross Ragland, Movie Theater or museum.

Prior to field trip:

- _____ name tags for each students
- _____ emergency contact list current and with teacher during field trip
- _____ ensure all chaperones have volunteer paperwork completed and approved with HR
- _____ list of chaperones to office staff
- _____ arrangements with any specials that will be impacted by field trip (music, pe, intervention,etc.)

Day of field trip:

- _____ attendance reported to office
- _____ obtain first aid kit from office
- _____ obtain medications and any necessary health plans from office
- _____ any meals accounted for and picked up from cafeteria (each student needs to get their lunch)