
[princi_elem] [principals] 2019-2020 Field Trip Process

From : hr fieldtrips <hr_fieldtrips@4j.lane.edu> Tue, Aug 27, 2019 04:48 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>
Subject : [princi_elem] [principals] 2019-2020 Field Trip Process
To : principals@4j.lane.edu, assist high <assist_high@4j.lane.edu>, assist midd <assist_midd@4j.lane.edu>
Cc : secretary <secretary@4j.lane.edu>

Greetings,

Our district field trip process has recently undergone significant change to improve safety for students and communication/accountability for the district. The updated process is in place as of Monday August 26th, 2019. Remember the responsibility for field trips rests on the sponsoring staff member who is coordinating the field trip. This email is simply information to help you support their success. Below are bullet points to share with your staff when and if they have questions for you.

- All field trips are now required to be vetted through the online field trip process. The only exceptions are Walking Field Trips (within 10 blocks of the school) and non-overnight team events within their conferences.
- A district generated field trip permission form is required for all trips, including Walking Field Trips, outside 10 blocks of the school, and must be kept on file for one year.
- Deadlines for submission and approvals have drastically changed. They are as follows:
 1. Day - requests are due 30 days in advance of the trip, all trip requirements must be met 5 days prior to departure
 2. In State Overnight - requests are due 45 days in advance of the trip, all trip requirements must be met 10 days prior to departure
 3. Out of State, High Risk, Or Outdoor School - requests are due 90 days in advance of the trip, all trip requirements must be met 15 days prior to departure
- Please inform staff to pay special attention to what the district considers "high risk". Failure to get your trip submitted on time because a staff member did not do their due diligence will result in a denial.
- Staff must be signed into their district generated google account to access the field trip materials or to submit a request. If they are unaware that they have a google account they can access it using the same credentials as their 4j email.

- Upon completion, a copy of the trip submission will be sent to the sponsoring staff member, they can forward the information to secretaries as needed.
- The sponsoring staff member must have a meeting with the building administrator prior to submitting a request. Administrators will also receive a copy of the trip submission and will be required to acknowledge support of all details in order for the information to move forward for approval or denial.
- The Field Trip Reference Guide is located [HERE](#) the link to the google form is on the bottom of the guide.
- No custom or site specific trip forms will be accepted. All district form are included within the reference guide that is provided. If there is a need for additional forms or if a unique situations arises staff should contact hr_fieldtrips@4j.lane.edu or Melissia Olin at 541-790-7669 for assistance.

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