



Paul Revere Charter Middle School
Mathematics, Science & Technology Magnet Center

FIELD TRIP PROCEDURES CHECK LIST

30 Days Prior to Your Field Trip:

- Submit a Field Trip Request Packet to Mr. Koretz in the Attendance Office. All field trips must have prior approval of department chair and should meet the state content standards for the subject area. Once the field trip is approved, your bus order form will be submitted to the district.
- Submit a Lunch Order Form to the Cafeteria Manager if needed.

Two Weeks Prior to Your Field Trip:

- Students must complete and return the Parent Permission Slip. Give the top part of the Parent Permission Slip to the Attendance Office on the day of the field trip. Take the bottom part with you on the field trip in case of an emergency.
- There must be a 10:1 student to Adult ratio. When enlisting chaperones please request contact information for each.
- Class coverage for all teachers must be pre-approved and arranged prior to the trip taking place by the teacher. Please inform the Main Office which classes will need to be covered.

Five School Days Prior to Your Field Trip:

- **Call dispatch – 1-800-LABUSES to confirm bus and receive confirmation number.**
- Submit list of all adult chaperones to the Attendance Office. (Must have 10:1 ratio)
- Submit a final alphabetized list of attending students to the Attendance Office and to all teacher mail boxes. If five school days notice is NOT given, the field trip will be cancelled.
- Submit a list of students to the Health Office to make sure there are not any medical issues you need to be aware of.
- Make arrangements for any students not attending the field trip.

Day of Your Field Trip:

- Submit top portion of Parent Permission Slip for each attending student to the Attendance Office. Take bottom portion with you on the field trip.
- Walk students to the back of the Auditorium to meet the buses.
- Submit a list of students ABSENT from your field trip to the Attendance Office.
- All students attending a field trip are required to ride to and from the location site with the rest of the class. No exceptions.
- Upon returning to Revere from your field trip inform the Attendance Office

Cancellation of Field Trips:

- If you need to cancel your field trip please alert Mr. Koretz immediately.

FAILURE TO COMPLY WITH THE GUIDELINES BELOW MAY RESULT IN THE CANCELLATION AND/OR DENIAL OF FUTURE FIELD TRIP REQUESTS

*******Please make sure a complete list of students attending the trip is placed in all mail boxes at least 5 school days prior to the scheduled date of field trip. If this is not done, the field trip will be cancelled.*******