

## **FIELD TRIP POLICY**

It is a policy of West Branch School to engage in field trips that enhance the curriculum and present educational opportunities.

Prior to any student partaking in a field trip, the following forms must be on record in the West Branch School office:

PERMISSION TO ATTEND FIELD TRIPS release  
PERMISSION TO TRANSPORT release  
SEATING REQUIREMENTS release

Any specific student requirements will be the responsibility of the student's primary teacher.

Before leaving West Branch School for any field trip, the following must be posted on the office door:

Where the event is held  
Date and time of event  
Expected time of return  
Teachers attending the trip  
Cell phone number(s) to reach teachers  
Group of students going

An emergency call list must accompany each respective teacher and drivers on the outing.

It will be the coordinating teacher's responsibility to post this information.