



## EFE Field Trip Policies

Field trips can provide students with real world experiences beyond the classroom; therefore, field trips are encouraged if funding is available. The following policies (in addition to all home school district policies) will be in effect for EFE instructors who plan field trips with their EFE students:

### 1. Field Trip Communication

Parent permission is required for all field trips; therefore, field trip permission slips will be utilized for all field trips. Obtain your principal's and program administrator's approval before permission slips are sent home. Request any required subs for your classes if needed. ***For teachers serving students from multiple districts***, notify district attendance officers that students will be absent from their home school **AT LEAST ONE WEEK** prior to the field trip. Complete a "High School Notification" form and email to attendance officers. Notify districts of students who are absent from your field trip upon your return from the field trip using the EFE/EFA Grade/Attendance System.

### 2. Field Trip Expenses

Each January EFE teachers are provided with a Field Trip/CTSO Planning form to complete. This form is used to develop a budget amount to cover the costs of approved field trips and CTSO costs for the following school year. The budget goes through a budget approval process each Spring. Teachers are provided with their approved account totals at the beginning of the school year. To access these funds for a field trip, teachers are asked to complete an "Education for Employment Expense Form" following the instructions provided. Approval from your EFE Program Administrator must be secured before any funds can be obligated or expended.

### 3. Safety and Liability

A school bus is the safest form of transportation and limits district liability and should be your preferred mode of transportation for field trips. Any vehicle used for a field trip must adhere to all state guidelines for the transportation of minors. If you opt to have students transport themselves to a field trip, you must have your principal's approval and the mode of transportation (school bus, student transportation, private charter bus, etc.) must be included on the parent permission form. Follow district guidelines to secure the required number of adult chaperones for the field trip, including rider ship on the school bus. The instructor, along with all chaperones, need to have student emergency contact phone numbers at all times and transfer teachers need to also have the "High School Emergency Contacts" form.

### 4. Request Home District Transportation

A school bus needs to be requested from the teacher's home district (or the district that administrates your program in the case of contracted instructors). On the bus request form, write the following information: "Invoice KRESA-EFE."

### 5. Field Trips must be Planned with All Interested Students in Mind

It goes without saying that if you are planning a student field trip, part of your planning must be to insure that all interested and eligible students are able to participate. If your principal allows students to drive to field trips but not all of your students can drive, then you will need to provide transportation for the non-drivers, requesting a bus from your home district, regardless of the home district of the non-driving students. Requests for field trips will not be approved unless all interested and eligible students are given the opportunity to participate.

### 6. Davenport Days and Business Bash for BMA students

The cost of transporting students to these 2 events will be drawn from the teacher's field trip expense account. Please remember to include these expenses on your budget planning forms in January so we allow for funding to meet these expenses.

The following procedures need to be followed any time that you are conducting class at a location other than your assigned classroom location. For programs that meet at more than one location as an established part of the program (ie.: Construction Trades, Aviation, etc.) then these policies need to be followed whenever you are conducting class at a location other than those established locations that are a part of your usual schedule.

*Forms referred to in this communication can be found in the TEACHER RESOURCE section of the [www.kresa.org/efe](http://www.kresa.org/efe) website.*