**John F. Kennedy High School**

**Field Trip Check List**

Field trips are intended to support the Kennedy High School (JFK)/Montgomery County Public Schools (MCPS) instructional programs. Each trip should be reviewed based on their impact on the total school program to ensure that the ongoing school program will not be adversely affected. Each activity is self-supporting and should be totally funded through monies collected from students. Students should be charged ONLY for the cost incurred for the field trip. Expenditures for the field trip should include cost of transportation, admission price, food, classroom substitute, if applicable, etc.

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* All field trips within the Washington metropolitan area (within a fifty mile radius of Carver Educational Services Center) are approved by the principal and do not need associate superintendent approval. It is critical that the Office of School Support and Improvement (OSSI) knows where and when fieldtrips are occurring, especially in the event of an emergency. Each month, principals are required to send a fieldtrip log, ***Local and Out-of-Area Field Trips***, to OSSI.
* Complete the ***Request for Field Trip Approval*** form. The routing and required approval of the form is as follows: 1) Resource Teacher (RT), 2) School Business Administrator (SBA), 3) Administrator in charge of field trips, 4) School Financial Specialist (SFS) - for assignment of Field Trip account number (a copy of the approved form will be returned to the teacher/sponsor-account number included).
* This form is to be completed by staff members who want to organize a local field trip. The completed form must be submitted to the department resource teacher or department chair at least three weeks before the activity. The resource teacher will forward the request to the, SBA, appropriate Administrator for approval and SFS for account assignment.
* If a student has a financial hardship and needs to have a field trip fee reduced or waived the teacher/sponsor should bring these concerns to the principal for approval. Staff should not agree to reduce or waive the fee without consulting with the principal first.
* Use the ***Field Trip Transportation Worksheet*** to calculate the cost of a field trip and attach to the Field Trip Approval Form. The form will calculate the current per hour charge for the driver, add in the one hour driver travel time, the extra half hour gas/wait time, the per mile fuel rate, and the 10 mile minimum “deadhead” mileage.
* Only MCPS buses or private charter buses approved by MCPS may be used for school activities. Refer to the MCPS approved Motor Carrier list available in MyMCPS (online).
* A staff member must accompany and supervise each bus being taken (1 chaperone per 25 students is to be used as a guideline, unless otherwise specified).
* The cost for taking a **charter bus** is approximately $400. If taking a charter bus, make sure the contract is signed by the principal and the company is on the MCPS approved motor carrier list. **The principal is the only person authorized to sign contractual agreements.**
* **Public transportation** is charged at the current rate.
* If a **substitute teacher** is required to cover classes, the cost of the substitute should be included in calculating the cost of the field trip. If a substitute teacher is utilized, MCPS must be reimbursed for the cost of the substitute at the current established rate**.** MCPS substitutes are guaranteed a minimum of one half day pay per job assignment.
* If **lunch** is to be included in the trip, collect enough money from students to cover the cost of lunch and other miscellaneous expenses. Include the cost of **admission** to the event, if applicable.
* Teachers/sponsors must **deposit** cash and checks collected with the SFS each day.DO NOT HOLD MONEY! Any funds lost or stolen is the responsibility of the sponsor. Every deposit should include **MCPS Form 280-34, *MCPS Remittance Slip,*** and attach **MCPS Form 280-41**, ***Field Trip Accounting Form*** or an Excel spreadsheet that includes student name, ID#, and type and amount of payment received.
* The teacher/sponsor(s) of the field trip must complete a list of participating students including their ID# and the times of the field trip. At least one week before the trip, the sponsor must post the list on JFK Private and provide a copy to the attendance secretary, the cafeteria manager, and the main office secretaries. This list should be updated/revised at least one day prior to the field trip. The department resource/chair is responsible for monitoring the posting of the list.
* Teachers should mark students absent when attending a field trip and the attendance secretary will mark their absences with the appropriate code.
* Sponsor(s) of the field trip must submit a corrected list of students who actually attended the field trip to the attendance secretary as soon as possible, but no later than twenty-four hours after the field trip has been completed.
* Teachers who feel that a particular student(s) should not go on a field trip should obtain the principal’s approval for excluding the student(s). The trip sponsor should be advised of approved exclusions no later than one week prior to the trip.
* Refunds are not given for field trips because of the expenses involved with transportation and contractual obligations. Teachers should discuss any special circumstances with the principal. No commitment to refund monies should be made without the principal’s permission.
* **Out of area and/or overnight trips** require the use of **MCPS Form 210-4, *Approved for Extended Day, Out-of-Area, and Overnight Field Trips***. All trips outside of the Washington metropolitan area, as well as all extended-day and overnight trips must be approved by the appropriate associate superintendent. Extended-day trips are trips in which the departure time is before the normal school start time and/or the return time is after the normal dismissal time. Out-of-area field trips are trips that are over the fifty mile radius from CESC. The form must be submitted to the principal at least five weeks prior to the field trip. Once reviewed and approved by the principal, the principal’s secretary will forward the form to the Office of School Support and Improvement (OSSI) for approval of the community superintendent**.  *No contracts can be signed and/or money can be collected from students/parents for out of area or overnight trips before the trip has been approved by OSSI.***Once approved by OSSI the Principal’s secretary will forward the approved form to the finance office for account assignment and distribution.
* **MCPS Form 555-6,** ***Parent/Guardian Approval for Trips MCPS Transportation is Provided*** form includes trip cancellation and travel information. No money may be collected from parents until Form 555-6 has been returned to school.
* **MCPS Form 210-5, *Emergency Plan for Extended Day, Out-of-Area, and Overnight Field Trips.*** The emergency plan must include MCPS staff member’s names that are attending the trip and their mobile phone numbers. A note of how the team plans to implement a phone tree must be included.
* ***Parental Approval for Field Trip*** formmust be completed by the sponsor and a copy distributed to students to secure parent permission to participate in both local and out-of-area field trip activity. Sponsors should indicate on the form a deadline for return of the permission form and payment required for the activity.
* **MCPS Form 560-31, *Parent/Guardian Approval for Trips MCPS Transportation is Not Provided*** must be completed by each student and the teacher organizing the field trip. The form, if applicable, is attached to the Student Request to Participate in a Field Trip Away From School and signed by the parent/guardian.
* **MCPS *Field Trip Bus Request*** must be processed online through MCPS Web Trips. After completing the web trip request, submit a printed copy to the SBA for review and authorization. (If the teacher/sponsor is given a copy of the Field Trip Ticket from the bus driver, this form must be submitted to the finance office upon completion of the field trip.)
* **MCPS Form 280-41, *Field Trip Accounting*** must be used for all field trips. Teacher/sponsor completes the form to record each student’s name, permission slip received, amount paid, date paid, and if paid by cash or check. Teachers should indicate on this form which students, if any, had the principal’s permission to either pay a reduced amount or participate in the field trip activity at no charge. This form **MUST** be given to the SFS following the field trip.
* **MCPS Form 210-6, *Approval for Local June Field Trips*** must be submitted to OSSI by May 1, 2014. All local field trips in June require prior approval to allow time for discussion in case the trip is not approved.
* Schools must submit the field trip log to OSSI by the first of every month detailing the list of field trips that will take place that month.
* **All financial forms can be found on the MCPS website.**

**MCPS Internal Audit Unit conducts yearly financial audits to verify compliance with MCPS Policies and Regulations.**

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