

Field Trip Roles & Responsibilities, 2018-2019

Classroom Teacher

Works with IB Coordinator to come up with a field trip location that works within their PYP unit (at least 2 weeks in advance)

Submits an online field trip request form (at least 2 weeks in advance)

Contacts parents to gather chaperones (at least two weeks in advance) and adds these to the field trip form

Contacts all class parents via email AND printed notice (at least 10 days in advance) to inform them of field trip details, including day, time, and location of trip, how students will get there, and what they need to bring and wear

Works directly with the field trip vendor to arrange the trip, including payment.

Is knowledgeable about their field trip budget and ensures that the cost of the trip fits within their budget. Submits any Purchase Order or related payment paperwork to their supervisor (Bodo, Robert, or Maria).

On the day of the trip: teacher assigns small groups of students to each chaperone and provides a list of names to each chaperone.

IB Coordinator: Kelly Rogers

Discusses field trip ideas with teachers and helps them identify trips that fall within their PYP units.

Gives approval on all trips via the field trip form (no action required from teacher, other than submitting the form)

Transportation Coordinator: Meredith Fleming

Processes field trip forms – emails teachers once their trip has final approval (can take up to 1 week)

Works with parent chaperones (identified on the form) to make sure their background check information and other credentials are up-to-date.

For field trips that require a bus, books the bus, arranges payment and meets the bus on field trip day when it arrives on campus.

For field trips that require streetcar travel, secures streetcar tickets and provides teachers with a travel itinerary. Helps get groups on the streetcar if there are multiple groups traveling at the same time.

Ed Leadership Team: Bodo Heiliger, Robert Woods, & Maria Abad

Bodo, Robert, or Maria will approve the trip if teachers have money in their budget and if the trip fits within PYP units. Once teachers submit the field trip form, no further action is required to gain approval. Meredith will email teachers once their trip has been approved.

Final Approver:

- PreK, LowK, and Kinder homerooms – Maria Abad
- 1st, 2nd, 3rd, 4th, 5th grade homerooms – Bodo Heiliger
- English Specialist classes – Bodo Heiliger
- Art, Music, PE Specialist classes – Robert Woods

Room Parent

Teachers may ask Room Parents to help them contact the field trip vendor and arrange trip.

Teachers may ask room parents to help them find chaperones.

*Room Parents and classroom parents may **NOT** do the following:*

- *Submit a Field Trip form*
- *Submit a purchase order or arrange for payment*
- *Announce a field trip to class parents*
- *Be the point of contact for a field trip vendor/location*