

# FIELD TRIPS, BUS REQUESTS

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Field trips must be educational in nature in order to be approved and should relate to the grade level TEKS. Field trip locations need to be approved by Catherine One person on each grade level should act as the grade level coordinator taking care of the logistics, including booking the location, permission slips, alerting the cafeteria, making certain it is on the school calendar/parent newsletters, requesting buses, gathering cash payment, turning in paperwork, etc.

If approved, grade level teams are responsible for coordinating bus transportation and notifying the cafeteria about the trip (date? time? who needs a sack lunch?). Please check all Special education students' IEPs to determine if they need special transportation.

Once the field trip has been approved, the buses may be requested. The assistant principal and secretary can help with the process if you have questions. We want field trips to be memorable and meaningful for our students! Remember that when parents are attending the trip as chaperones, you are "on stage". This is a great way to build relationships and let parents know how much you enjoy their children!