FIELD TRIP Procedures:

1. When planning a field trip check the CTHS calendar first for conflicts.
2. Ask Diane Barnes or Veronica Villarreal for a BLUE field trip request form. You can also find this online in One Note. Fill the form out **completely** and return to Dr. Barnes or Veronica Villarreal in the counseling office. All the information is important.

**This MUST be done 3 weeks before the trip is scheduled!**

1. Dr. Barnes will fill out all necessary paperwork and have Dr. Le and Mr. Fleming approve or deny the trip. If it is approved Dr. Barnes will fill out the form in Eduphoria and send in the bus request. If it is not approved you will be notified with the reason for denial. Dr. Barnes will then place a Field Trip Checklist (Hot Pink) form along with attendance procedures on green paper and permission slips on yellow paper in your box.
2. The teacher is then responsible for completing the Field Trip Checklist, hot pink form, and returning it to Dr. Barnes a week before the trip. Have the students take the permission forms home to be signed by their parents and return to the teacher.
3. Dr. Barnes will check on the bus 2 days before the trip to make sure everything is set.
4. Dr. Barnes will contact you with any problems during the procedure.
5. The three week rule is a transportation rule and must be followed.
6. Please remember if you cancel your trip or change the date contact Dr. Barnes immediately.
7. Make sure to turn in your attendance to Dee Medina per field trip attendance procedures, green paper.
8. Make sure the staff is aware of the date, time and students attending the field trip.
9. Make sure all chaperones have filled out a request for a substitute and have their lesson plans ready for that sub.
10. Make sure your students are aware of the time and place you are meeting before you leave on the trip.
11. **VERY IMPORTANT!!!** You must turn in your permission slips to Dr. Barnes after the field trip as they have to be kept on file for 5 years per the district rules. If you fail to turn in your permission slips you will not be allowed another trip until this is done.

CTHS had over 150 field trips last year to give our students great experiences so please follow these steps to make it easier on everyone. Thank you for all you do for our students.

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