



## HOLY FAMILY SCHOOL FIELD TRIP PROCEDURES

### Procedures for car transportation field trips:

- Students must be assigned to their car the day prior to the field trip.
- A copy of the list of “parent driver/students riding in the car” must be kept by the classroom teacher as well as given to the front office.
- Signed permission slips must go with the parent driver for each student in his/her car and be kept with that parent during the duration of the field trip.
- A copy of the policy from the Parent Handbook re: drivers’ responsibilities should accompany the permission slips for each parent driver.
- Classroom teachers should review the policy from the handbook with their students prior to going on the trip. Remind students not to ask the driver to watch movies or to stop for treats.

### Procedures for walking/bus transportation field trips:

- Classroom teachers are to keep all of the signed permission slips with them during the field trip.