



## West Linn-Wilsonville School District Field Trip Requests

### West Linn Wilsonville Field Trip Requests

WLWV values the opportunity for students to have learning experiences outside of the “regular” classroom. This must be done with thoughtful care and consideration. All field trips/field study should support the curriculum of a class and should have thorough planning for student activity on the trip. Teachers need to be sure to appropriately prep students for the trip before it occurs and have some sort of follow-up in order to assess the success of the trip as a learning activity for students.

#### Key Considerations when Planning a Field Trip

- Can all students in my class access this field trip?** If some students need accommodations to access the field trip, connect with staff members (e.g. physical therapist, occupational therapist, special education teacher) to determine if there are ways to support the accommodation. If all students cannot attend a field trip, the class will not go on the field trip.
- Will we be eating a meal off-site?** Some students in your class may have dietary restrictions and access individualized meals from nutrition services. The team will need to time to collaborate with Nutrition Services for safe meals for all.
- Do some students have Medical Protocols?** Having a student with a medical protocol leave campus requires careful planning in collaboration with a nurse. Sometimes it may mean ensuring that staff attending the field trip have appropriate training on a medical protocol or time to receive training. Sometimes it may mean that a student’s medication will need to be checked out for the field trip and we will need to consider the availability of refrigeration/storage of medication. Sometimes it may mean that we need to be mindful of where we’re going (e.g. cell phone service, etc.). You can check your student’s medical protocols by viewing your class list and identifying students with the health symbol in Synergy.
- Does the Field Trip Require Transportation?** Our partners work diligently to provide transportation for Field Trips. Please consider your students when requesting transportation. If you have any students who need a wheelchair-accessible bus or specialized seating please collaborate with your special education teacher and physical therapist.

#### Requesting a Field Trip \*3 weeks Prior

All field trips must be requested 3 weeks before the field trip. This allows all necessary additional team members to collaborate for student safety and access. Submit the following Request Form for your school. This form goes to your Office Team, District Nurse, and Nutrition Services Lead.

#### Agreements for District Practice

While each building in WLWV has individualized practices that work well for them, Field Trips require the collaboration of staff across the district between Operations, Community Services, Nutrition Services, Nursing, Special Education, and First Student. Creating consistency in practice will support our district in achieving our goals of creating meaningful access for all students.

- Each Building will have a Field Trip Google Calendar. All Field Trips will go on the calendar. The calendar will be shared with the Building Leader, Office Team, School Counselor, District Nurse, Lead Nutrition Services Professional at your Building
- When a Field Trip is requested, notify District Nurse, Nutrition Services (if appropriate), and Transportation (if appropriate)