

Additional Procedures for Commuter Train Transportation:

ADDENDUM 1

1. Provide each student and parent with a detailed itinerary including times and places of departure and return, names and addresses of sites to be visited on the field trip, and exact meeting places for departure and return via the train. Include phone numbers of school contact and facility where the sponsoring teacher can be reached in case of emergency.
2. Collect a completed "Special Use of Outside Resources" form from each participating student no later than five school days prior to the date of the scheduled field trip. These forms must be kept in the sponsoring teacher's file until the end of the semester.
3. Obtain discount **group** ticket rate (**25 or more students**) from Metra (312-322-6772) at least two weeks in advance. The student must have a valid school ID. Rates apply only if you arrive in Chicago after 9:30 a.m. and leave Chicago before 3:30 p.m.
4. Arrange to carry one cellular phone for every six to eight students (see the Associate Principal of Operations for phone information). Provide all field trip participants and Ilene McCullough with the phone numbers of the cell phones. Make certain each group has cell phone numbers of other groups. Put these numbers on the Field Trip Attendance Report copy for the Attendance Office and Ilene McCullough.
5. Please follow the following procedures:
 - a. Arrange for approximately one adult chaperone for every 10 students (check with your Division Head for exceptions).
 - b. Arrange for a minimum of two adult chaperones to meet and accompany the students on the train to and from the field trip site. Be specific about meeting places. Chaperones should call the Attendance Office (718-4801) from the train to report any non-attendees.
 - c. Organize students in groups of at least four, providing a list for Ilene McCullough and the chaperones. Instruct students to remain in these groups throughout the field trip. If a student has an emergency, one student should remain with the distressed student while the remaining two students call for help. Provide each group with a list of emergency numbers.
6. Written parental permission must be obtained for a student if he/she is not going to return with the field trip group at the appointed time. Call the parent at work/home to verify the permission.

Additional Procedures for Overnight Field Trips:

ADDENDUM 2

1. If the field trip will be to a **contiguous** state, complete an Educational Tour Package (see instructions in Procedures to Follow in Planning a Field Trip). This form does **not** need approval from the Superintendent or six months advance permission. However, the form must be given to the Assistant Principal of Student Activities for approval and then will be routed for final approval.
2. Each parent should be sent a complete itinerary including cell phone numbers.
3. File an itinerary with Ilene McCullough in the Main Office. This should include a list of students, their home phone numbers, the hotel phone number, and convention or competition information.
4. Take a school cell phone if you do not have one (see the Associate Principal of Operations or ADs). Take the chargers, too!
5. Take student medical emergency forms.
6. **Carry a cell phone at all times.** Bring the charger with you!

There will be no exceptions to this policy or there will be no overnight trips.