

**Day Field Trip**  
**Information to Include for Parents/Guardians**

1. Information letter to parent should include:
  - 1.1 Trip Description (title).
    - 1.1.1 purpose of the trip (curricular relevance)
    - 1.1.2 destination;
    - 1.1.3 departure time and date and time when students will return;
    - 1.1.4 type(s) of transportation;
    - 1.1.5 types of activities that the students will engage in;
    - 1.1.6 indication of risk factors as outlined by OPHEA guidelines or OSBIE
    - 1.1.7 statement of equipment or supplies that the student must bring with them (e.g., outdoor clothing, ski helmet, etc.);
    - 1.1.8 alternate date, if applicable; and
    - 1.1.9 elements of risk.
  - 1.2 Estimated Expenditures for Student or Parent/Guardian.
  - 1.3 For moderate to high-risk activities, include a statement as to how risk will be mitigated and expectations for students to mitigate risk (e.g., all students participating in downhill skiing must take a ski lesson from a qualified instructor before being permitted to engage in independent practice).
  - 1.4 Other Information:
    - discussion of how students will be supervised during the field trip; and
    - discussion of what will occur should a discipline problem occur during the field trip.
  - 1.5 Invitation for Volunteers (if needed).