

FIELD TRIPS

Criteria for Field Trips

The principal at his/her discretion shall give permission for the field trip planned. Once the field trip is approved by the principal, the following information shall be forwarded to the Superintendent in writing, seeking his/her approval:

- A completed Field Trip Request Form, to include pre- and post-trip activities;
- A listing of specific standards linking the trip with classroom lessons/units of study; and
- An agenda of the trip from departure to arrival back to the school campus.

The principal shall verify that the field trip meets educational guidelines of the Auburn Public Schools. He/she will forward the above information to the Superintendent as follows:

- No later than three months prior to the event for overnight or out-of-state field trips;
- No later than six weeks prior to the event for an in-state day field trip.

The Superintendent will notify the principal of receipt of this information.

The School Committee is the final authority to determine whether out-of-state, overnight, overwater or foreign field trips meet the guidelines of the school department. Upon approval of the School Committee, the Superintendent shall notify the field trip coordinator to continue to plan the field trip.

Until approval for any trip is received (day, overnight or out-of-state), **no** documentation or notification shall be made to parents or students. To do so could jeopardize ultimate approval of said trip.

It is the responsibility of the field trip coordinator to see that all of the following information is provided and all of the following requirements are adhered to:

In-State Day Field Trip:

1. If the field trip is an in-state field trip, it requires the approval of the Principal and Superintendent only.
2. Require permission slip from each student for the field trip which will include parental/guardian signature.
3. Meet with the School Nurse to review students' medical needs. For all field trips through grade 8, a school nurse is required on each trip regardless of whether a student has an emergency medical condition that may require medication or not. For field trips within Auburn, (i.e. AHS – science lesson at SWIS; AMS – to Life Care), a nurse may not be required to attend if, in the school nurse's judgment, one is not necessary based on students needs. At grades 9 through twelve, the school nurse, working in conjunction with the building administrator, will determine, based on students' needs, whether a nurse is required, as students at this level may self-administer with parental permission.
4. Identify transportation carrier to be used; coordinate with District Transportation Coordinator.
- 45 Provide complete financial information relative to the field trip including fundraising efforts and cost to pupils and chaperones.
6. Certify all chaperones have been CORI checked.
- 67 Hold meeting with students relative to their responsibilities regarding all aspects of the field trip, including discipline and behavior becoming an Auburn Public Schools' student.
8. Complete all building field trip procedures such as collecting money, permission slips, lunch counts, medical procedures, verification procedures, etc.
9. Notify cafeteria staff so that they may plan accordingly.

Out-of-State Day Field Trip:

1. If the day field trip is out of state but meets all of the following criteria, it will require the approval of the School Committee, but the requesting teacher may not need to come before them to seek permission. The approval of the Principal and Superintendent will also be required:
 - Day trip is to Connecticut, Rhode Island, New Hampshire, Maine or New York and does not involve an overnight stay;
 - Field trip has been successfully held within the past two school years with no issues, incidents of student misbehavior or other problems during the trip; and
 - Was approved by the School Committee at one time.
2. If the field trip is out-of-state and does not meet the three criteria noted above, it will require School Committee approval.
3. Require permission slip from each student for the field trip which will include parental/guardian signature.

4. 4. Meet with the School Nurse to review students' medical needs. For all day out-of-state field trips through grade 8, a school nurse is required on each trip regardless of whether a student has an emergency medical condition that may require medication or not. At grades 9 through twelve, the school nurse, working in conjunction with the building administrator, will determine, based on students' needs, whether a nurse is required, as students at this level may self-administer with parental permission.
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5. Identify transportation carrier to be used; coordinate with District Transportation Coordinator.
6. Provide complete financial information relative to the field trip including fundraising efforts and cost to pupils and chaperones.
7. Certify all chaperones have been CORI checked.
8. Hold meeting with students relative to their responsibilities regarding all aspects of the field trip, including discipline and behavior becoming an Auburn Public Schools' student.
9. Complete all building field trip procedures such as collecting money, permission slips, lunch counts, medical procedures, verification procedures, etc.
10. Notify cafeteria staff so that they may plan accordingly.

Overnight, Out-of-State Field Trip:

1. Require permission slip from each student for the field trip which will include a parental/guardian signature.
2. Meet with parents of the students involved.
 1. 3. Meet with the School Nurse to review students' medical needs. For all overnight, out-of-state field trips through grade 8, a school nurse is required on each trip regardless of whether a student has an emergency medical condition that may require medication or not. At grades 9 through twelve, the school nurse, working in conjunction with the building administrator, will determine, based on students' needs, whether a nurse is required, as students at this level may self-administer with parental permission.
4. Provide complete and detailed itinerary of the proposed venture including timeline, areas to be visited and accommodations to be provided.
5. Identify transportation carrier or travel agency to be used and provide information relative to selection.
6. Provide complete financial information relative to the field trip including fundraising efforts and cost to pupils and chaperones.
7. Provide names and addresses of chaperones and ratio of male and female chaperones to male and female students. The general ratio shall be no greater than 10 to 1. Male and female chaperones will be provided in a mixed group of students.
8. Certify that all chaperones have been CORI checked.
9. Hold an orientation meeting for chaperones to ensure that they are cognizant of the goals and expectations of the field trip and willing to assume the responsibilities and liability expected of them.
10. Hold meeting with students relative to their responsibilities regarding all aspects of the field trip, including discipline. Students will be required to sign a contract agreeing to abide by the Auburn Public Schools' Code of Conduct as well as their own school's general Code of Conduct and specific Code of Conduct for their field trip being considered. Contract should state that parents will be responsible for providing transportation home should a student refuse to live up to the discipline code while on the field trip. Contract must also be signed by parent or guardian.
11. Secure appropriate insurance information and parental permission to act in lieu of parents while on the field trip. Determine that all optional insurance required has been secured. (This includes medical, accident and cancellation.) Travel insurance, in amounts and with coverage as determined by the Auburn Public Schools, is mandatory for all foreign field trips and proof of insurance must be provided.

The principal shall have the right, after conferring with the field trip coordinator and students, to exclude a student from the activity if said student's prior demonstrated behavior is deemed to pose a risk to the success for safety of the field trip or if student and parent/guardian are not willing to sign discipline contract or permission slip, or to provide required insurance documentation.

All field trips must meet the above requirements and in addition must have the permission of the appropriate faculty advisor, department head, and/or Principal and Superintendent (School Committee approval for out-of-state and overnight field trips required). Copies of information to parents outlining all aspects of the field trip must be provided to appropriate advisor/department head. The school name should not be used without consent of the principal.

Cancellation Policy:

The Superintendent and the School Committee reserve the right to cancel an approved field trip up until the time of departure. In the event of a cancellation, the school system is not responsible for any expenses incurred. The individuals coordinating the trip need to ensure that all parties are aware of this policy.

REF: IJOA

Approved on First Reading:	March 15, 2010
Approved on Second Reading:	April 5, 2010
Adopted:	April 5, 2010
Amended:	February 19, 2015
Approved on First Reading:	

Auburn Public Schools IJOA-1 February 2017

Auburn Public Schools Field Trip Checklist

1. Plan a field trip to enhance curriculum. Contact site re: expense, chaperones, hours of operation, if tours are available, down payment, etc.
2. Discuss trip with principal, seeking his/her verbal approval to move forward with planning.
3. Complete field trip request form and submit to principal. Form must be submitted to Superintendent and approved by him/her at least six weeks prior to the trip. If it is an overnight or out-of-state field trip, approval from the School Committee must be sought at least three months prior to any announcement of the trip being made to students or families. If it is an out-of-state day field trip and meets the criteria as listed in the Out-of-State Day Field Trip section above, the requesting teacher may not need to come before the School Committee to seek their approval.
4. Notify the school nurse of the trip so that you can check if any students attending the trip receive medications and discuss the procedures necessary. If necessary, school nurse will assist in coordinating coverage.
5. ***Auburn Public Schools IJOA-1 February 2017*** Contact bus coordinator at Central Office to arrange transportation.
6. Notify cafeteria staff of field trip date and give count of students who will be out of the building and for how long.
7. Make sure all permission slips and money are returned to you within five days prior to the trip departure.
8. Make sure field trip form is signed by the Principal and Superintendent (and School Committee for out-of-state or overnight trips).
9. Call the facility the day before the trip to verify your arrival.
10. Call and verify the bus with the bus coordinator at least one day before the trip.
11. Remind parents and students of the trip by sending home written reminder or by making a OneCall announcement.
12. For all trips outside the Town of Auburn, the teacher in charge shall have a cell phone for emergency use.

Request for Approval

1. Submit Field Trip Request Form to Principal and Superintendent.
2. Thoroughly complete all sections of the request form and include a copy of the permission slip, notice to parents, agenda for the trip, including departure and arrival times, and any other pertinent accompanying documentation.
3. Determine the cost per student, including the cost of transportation.
4. Ensure the appropriate number of chaperones (at least one adult for every 10 students for middle and high school; at least one adult for every 6 students for elementary).

Upon Approval

1. Encourage all students to participate. In the event students will not be going, make arrangements for them to stay with someone and provide the principal with a list.
2. Seek alternate funding sources for students who may not be able to attend (for day trips).
3. Provide the principal a list of students and permission slips with emergency numbers.

AUBURN PUBLIC SCHOOLS - FIELD TRIP REQUEST FORM

School: _____

Principal: _____

Teacher: _____

Date of Request: _____

RE: FIELD TRIP PROPOSAL

Title of Field Trip: _____

Class or Grade Participating: _____

Number of Students: _____

Date(s): _____

Times: Leave at: _____

Return at : _____

Place: _____

If this day field trip is out-of-state, has it ever been approved by the School Committee: YES NO

This field trip will accomplish curriculum enhancement in the following areas (please check all that apply):

- Mathematics** **Science** **English Language Arts**
- History/Social Studies** **Physical Education** **The Arts**
- Technology** **Other (please explain on the reverse side)**

Please list the specific standards this trip will address:

Curriculum Area/Standard: _____

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Curriculum Area/Standard: _____

Please note both pre and post trip activities that will be conducted to ensure curriculum integration:

Pre-trip Activities: _____

Post-trip Activities: _____

Signature of the building principal signifies his/her approval of the trip and its integration into the curriculum. This form must be completed in its entirety.

Principal's Signature

Superintendent's Signature

[] School Nurse has reviewed medical needs of students and is coordinating nursing coverage and/or providing training for the administration of medication to those individuals responsible.

Date: _____

School Committee Chairperson for overnight and out-of-state day trips

Cost of Trip: _____

Funding Source: _____

Transportation by: _____

Name of Carrier: _____

Adults participating (min. 10-1 ratio required; 6-1at Elementary level): _____

All Chaperones have been CORI checked:

***Form must be approved by the Superintendent AT LEAST SIX weeks prior to the event. For overnight and out-of-state trips, approval must be sought from the School Committee at least three months in advance.**

Please attach a copy of the notice to parents, permission slip and any other pertinent accompanying documentation.

Cancellation Policy: The Superintendent reserves the right to cancel an approved field trip up until the time of departure. In the event of a cancellation, the school system is not responsible for any expenses incurred. The individuals coordinating the trip need to ensure that all parties are aware of this policy.

AUBURN PUBLIC SCHOOLS
5 WEST STREET
AUBURN, MA 01501
(508)832-7755
DAY FIELD TRIP PERMISSION FORM

School: _____

On _____ your child will participate in a field trip to the _____
_____. We will be leaving school at _____ and returning at _____.

Transportation is provided. In order for your child to attend you must complete and return this form no later than _____. All students are required to honor the Code of Conduct of the Auburn Public Schools while on this trip.

If you have any questions please feel free to contact me at _____.

Trip Coordinator

I give my son/daughter _____ permission to attend the field trip to _____
_____ and to receive any necessary first aid and/or emergency medical treatment.

[] I give permission for the nurse or another individual trained by the nurse to administer my son/daughter's medication, if required, during the field trip.

Signature of parent/guardian

Emergency contact phone number

EMERGENCY INFORMATION FOR OUT-OF-STATE AND OVERNIGHT FIELD TRIPS

Student's Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Home Telephone Number: _____

Date of Birth: _____

Parent(s)/Guardian(s) Names: _____

Father's Phone Number: _____ Work/Cell: _____

Mother's Phone Number: _____ Work/Cell: _____

HEALTH INFORMATION

Family Physician Name: _____

Physician Telephone Number: _____

Insurance Provider: _____

Insurance Number: _____

Please list any health problems that we should be made aware of **including** whether you are currently taking any medications and if you have any allergies to medications.

[] I give permission for the nurse or another individual trained by the nurse to administer my son/daughter's medication, if required, during the field trip.

On rare occasions, a medical emergency arises when we are unable to contact the parents. Most hospitals frown upon administering any medical care without the consent of the parent/guardian. In order that no delay occur that might cause discomfort to your son/daughter, or endanger his/her life, we request this permission slip be signed by the parent/guardian.

I hereby grant permission to the field trip leader, or his/her designee, _____ to hospitalize, and secure proper treatment for my son/daughter in case of a medical emergency, provided he/she is unable to contact me, and according to his/her best professional judgment that further delay would cause severe discomfort or jeopardize the life of my son/daughter.

Date: _____ Student Signature: _____

Parent/Guardian Signature: _____