



Haverhill Public Schools

REQUEST FOR FIELD TRIP APPROVAL

Rev 01/19

Please complete this entire form and submit to your Building Principal for approval. When you have received the required signatures, please forward to the Curriculum Office for review and the final approval. **Please note the Chief Academic Officer must receive all forms a minimum of 14 days prior to the field trip.** In addition, if the field trip involves an overnight stay, is beyond a 120 mile radius of Haverhill or requires unconventional travel such as by air or on water, the approval of the Haverhill School Committee will be required. **Please allow up to 30 days for processing.**

Please Print

Today's Date: _____

Staff Member Name: _____ School: _____

Grade: _____ Course or Class of Students Attending: _____

Date of Field Trip: From _____ To _____ Time: From _____ To _____

Number of Students: _____ Number of School Staff: _____ Number of Parent/Guardian Chaperones: _____

Must meet the 10 to 1 ratio - All chaperones must have an approved CORI.

Fingerprints required for those who will have direct & unmonitored contact with students

Medical needs must be discussed with school nurse during initial planning of trip

Is a School Nurse Required on this Field Trip? Yes No

_____ Building Nurse Signature

_____ Date

Method of Travel (Please circle): WALKING BUS TRAIN AIRPLANE

Destination

Address

Telephone Number of Site Location

1. _____

1. _____

1. _____

2. _____

2. _____

2. _____

3. _____

3. _____

3. _____

Direct curriculum relevance of Field Trip:

1. Unit/Topic: _____

2. Standard(s): _____

3. Additional Information: _____

Describe in-class preparation before the field trip: _____

Describe follow-up work in class and/or homework: _____

Please attach supporting documents and/or comments to this form.

Cost assessed for individual student who is deemed able to pay: \$ _____

Source of additional funds to support the field trip: \$ _____ From: _____

	Signatures	Date	
Principal			[] Approved [] Declined
Chief Academic Officer			[] Approved [] Declined

FIELD TRIP

Definitions.

- A. During the school day: Field trips that take place on a school day and can last longer than one day.
- B. Extra-curricular: Field trips that take place during school vacations or the summer.

Purpose and Planning. Field trips should be directly related to the curriculum and appropriate to grade level. As such, they can serve as a valuable means to learn through experience and to increase motivation for learning.

Every effort should be made to obtain signed permission slips by a parent/guardian at least ten days in advance and all health and/or safety considerations must be made known by sponsors to chaperones. All field trip forms and notices about the trip should be sent home in the student's home language, included with the permission slips. Said notices shall include rules of behavior, information about the place to be visited, and the purpose as well as anticipated outcomes of the visit. An Administrator or specific designee must attend all field trips outside the city of Haverhill.

In planning the trip, time in travel should be kept to a minimum, particularly if similar activities can be found locally. If return time is late in the day or evening, a special notice shall be given to parents on the permission slip.

Field trips that occur during vacation and the summer, are considered to be extra-curricular in nature.

Paying for Field Trips. No student should be denied the opportunity to attend field trips due to the inability to pay.

Medical and other considerations for School Day Trips: If a student requires medications during the planned time frame for a school day field trip, staff may be requested to administer medications in accordance with Department of Public Health Policy (administer oral medications, assist with the use of metered dose inhalers, or emergency administration of Epinephrine). Should there be a need that requires medical assistance outside of the Department of Public Health Policy and required by law, the school shall secure medical assistance appropriate to address the medical need. Should a parent choose to attend the event, the parent may choose to be responsible for their child's medical needs during this time. Early identification of need and early communication with the nursing supervisor is imperative to support this process.

Student Eligibility: Teachers planning their field trip must be open to all students in a grade or course of study, making this learning experience a part of the Haverhill Public Schools curriculum. All students must be able to access the HPS curriculum both in school and on field trips. Exclusion based on disability or language needs is prohibited.

Student discipline as outlined in the school handbook or regulations will apply to students on official school field trips, regardless of the location of the trip.

Provision must be made for in-school instruction to said students as well as to students who choose not to attend or who failed to return permission slips. The principal (or designee) shall be responsible for making appropriate arrangements.

Supervision and Chaperones. There shall be at least one chaperone for every ten (10) students to go on a field trip. Chaperones are to be at least twenty-one years of age. The chaperone's full attention must be given to the students participating in the trip. There must be at least one professional staff member present for each classroom of students. *All chaperones must have an approved CORI on file with Haverhill Public Schools.* Fingerprints are also required for any chaperone who may have direct & unmonitored contact with students.

Approval of Field Trips. Field trips shall be approved on the form provided by the Superintendent. A field trip will be required to have approval of the School Committee if it involves an overnight stay, is beyond a 120-mile radius of Haverhill or requires unconventional travel such as by air or on water.

Provisions for approval. Schools or activities must obtain quotes from at least 3 competing companies for field trip coordination and transportation. The least expensive quote that meets trip specifications should be selected, unless there are documented, cogent reasons why the low bidder should not be accepted. Contracts with travel companies must include an escape clause that provides a rebate for monies expended before the trip in the case of an official travel warning for a specific travel area or an orange alert declaration.