



## Haverhill Public Schools

### REQUEST FOR FIELD TRIP APPROVAL

Please complete this form and submit to the Curriculum Supervisor or Department Director **and** your Building Principal for approval. When you have received the required signatures, please forward to the Assistant Superintendent of Schools for review and the final approval. **Please note the Assistant Superintendent 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: \_\_\_\_\_  
*All chaperones must have an approved CORI on file with the HPS.*

Is a School Nurse Required on this Field Trip? \_\_\_\_\_

**Method of Travel (Please circle):** WALKING BUS TRAIN AIRPLANE PRIVATE VEHICLE OTHER: \_\_\_\_\_

<u>Destination</u>	<u>Address</u>	<u>Telephone Number of Site Location</u>
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:** \_\_\_\_\_

\* If you would like to share additional information, please attach supporting documents and/or comments to this request form.

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

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

Estimated number of students to be denied attendance for behavior reasons or other reasons within the student's ability to control: # \_\_\_\_\_

	<i>Signature</i>	<i>Date</i>	
<b>Supervisor/Director</b>			[ ] Approved [ ] Declined
<b>Principal</b>			[ ] Approved [ ] Declined
<b>Assistant Superintendent</b>			[ ] Approved [ ] Declined

## FIELD TRIP POLICY

### Definitions.

- A. During the school day: Trips that take place on a school day and last no longer than one day.
- B. Extra-curricular: All trips except school day trips. For example, trips during vacations or the summer, or multiple days.

**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.

Permission slips signed by a parent/guardian must be obtained ten days in advance and all health and/or safety considerations must be made known by sponsors to chaperones. Notices to the home about the trip should be 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.

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 over more than one school day, or are conducted during vacation and the summer, are considered to be extra-curricular in nature. Students who elect not to attend these trips will be provided learning opportunities that approximate those occurring on the trip.

**Paying for Field Trips.** No student should be denied the opportunity to attend field trips conducted during the school day because of the inability to pay.

**Medical and other considerations for School Day Trips.** If a student requires medications during the planned timeframe for a school day field trip, staff may be requested, but not required, to administer said medications. If the staff is unwilling to administer medication, then the school may ask for parent participation in the field day to assist with administering medications. If the parent does not attend the event and staff is unwilling or unable to administer medication, the school shall provide qualified medical assistance to accompany the student. The principal or superintendent may request a certification from a doctor to verify that a student is able to participate in a field trip. The school district is not able to provide medical support or personnel on extra-curricular trips.

**Student Discipline:** A student whose behavior does not meet reasonable standards during the school year and up to the date of the trip will not be permitted to participate. 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.

If behavior difficulties are included in an IEP, then exclusion from field trips due to those behaviors must be discussed in an IEP or similar meeting. In the instance that a special needs student is considered for elimination from a field trip, the parent will be invited to participate in the meeting at which a final decision is made.

Parents are to be notified that the student is not able to attend a field 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. Students whose behavior improves prior to the date of the field trip may have the eligibility reinstated at the sole discretion of the principal. Grades and academic performance may not be used as criteria for exclusion from field trips. Students excluded from field trips shall be listed on the field trip request form.

**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 and not accompanied by young family members requiring substantial supervision. The chaperone's full attention should be given to the students participating in the trip. There must be at least one professional staff member present for each classroom of students.

**Using Privately Owned Vehicles (POVs):** School district employees and parents may use their POV to transport students to a field trip provided that the principal approves, a copy of the insurance policy for the driver is provided to the principal who verifies the coverage meets minimum state standards, and the parents/guardians of the student agrees in writing to the transport arrangement.

**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.