**KRSD Field Trip**

**Procedural Manual**

**Version January, 2020**



Kearsarge Regional School District

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# Introduction and Definitions

School-sponsored field trips can be a valuable supplement to a student’s educational experience. Trips should be a natural outgrowth of the instructional program, and the trip planning process should be as much of an educational process for the students as the trip itself. The purpose of this School Field Trip Manual is to assist Kearsarge Regional School District staff members and administration when planning a field trip; to ensure a safe and positive off-site learning experience for students, and a positive experience for staff members and volunteers, which meets the educational and/or programmatic goals of the trip.

It is the responsibility of the teacher or trip organizer to discuss the possibilities of a field trip with the building principal **prior to submitting a formal request**. Trips must be coordinated to be an outgrowth of the instructional or enrichment program, and directly related to the program curriculum. School-sponsored field trips are considered to be an extension of the school day with students, teachers and chaperones serving as ambassadors for their school and the District. As such, students, teachers and chaperones are expected to conduct themselves according to standards of behavior that comply with school and District rules, contribute to individual and group safety, secure maximum educational benefits, and maintain positive public relations about Kearsarge Regional School District (KRSD) students, schools, and District.

### Definitions

**Field Trip Types:**

* **Inter-campus trips** include all trips between schools within the Kearsarge Regional School District. Trips of these nature do not require a field trip permission form, as they are covered by a general notification waiver signed by parents at the onset of the school year. Schools must provide notice of the trip to parents and guardians.
* **Academic field trips** include all off-campus trips that are organized as part of the class curriculum, and which occur during regular school day hours. Academic field trips must include pre- and post-instructional activities and/or assessment. Full class participation is expected. Provision for a comparable instructional experience during the school day must be made for students unable to attend the academic field trip.
* **Extracurricular field trips** are off-campus trips organized by a school sponsored club or group. Participation is optional and voluntary. Extracurricular field trips must offer an educational benefit consistent with the club or group’s focus and can occur during the regular school day with the approval of the school Principal, or after regular school hours.
* **Inter-scholastic field trips** are in-district or out-of-district off-campus trips in which students participate as representatives of the Kearsarge Regional School District, including but not limited to, athletics, cheerleading, and the performing arts. Interscholastic field trips can occur during the regular school day with the approval of the school Principal, or after regular school hours.
* **Day field trips** are academic, extracurricular, or interscholastic field trips which do not require a student to stay overnight away from home. Day field trips may be In-State or Out-of-State and appropriate field trip procedures must be followed for each.
* **Overnight field trips** are academic, extracurricular, or interscholastic field trips which require a student to stay overnight away from home. The procedures for planning and approving overnight trips apply. Overnight trips may include travel within New Hampshire, in other states, and internationally**. International overnight field trips require School Board pre-approval.**
* **In-State field trips** are day or overnight academic, extracurricular, or interscholastic field trips that occur entirely within New Hampshire.
* **Out-of-State field trips** are day or overnight academic, extracurricular, or interscholastic field trips that occur partially or entirely outside of New Hampshire, including international trips. **All out-of-state field trips require School Board pre-approval.**

# Policy Relating to Field Trips

The policy describing Student Trips is addressed here: [POLICY - IJOA](https://drive.google.com/file/d/0BxfAp-P1jJ-jMF9yR1FhamkydDA/view)

Fundraising requirements and related policy information are addressed here: [POLICY – JJE/IGDF](https://drive.google.com/file/d/0B_K21cyedCf_WUVia0EtRy1faFE/view)

Photographic Permissions and Release are addressed under the following: POLICIES - [JRA](https://www.kearsarge.org/district/school-board-mbc/pages/jra-student-records-and-access) and [Facebook Release Page](https://docs.google.com/document/d/18N8knFlhXw9G3VFcqxuYJKiihXsyA-zPrgGqg9u0GXI/edit)

# Field Trip Procedures

### General Conditions for Student Field Trip Participation

Students must be in good standing in order to participate in school-sponsored field trips. All students are expected to abide by the school discipline code and demonstrate consistent appropriate behavior in their interactions with teachers, staff members, and fellow students at all times. In order to participate in a school-sponsored field trip, student must:

* Submit a completed Field Trip Permission slip signed by their parent/guardian, by the required due date;
* For Overnight and Out-of-State field trips, submit a completed Student Medical/Medication Form signed by their parent/guardian, by the required due date;
* Consistently demonstrate behavior that meets reasonable standards during the school year up to the actual date of the trip. Students not meeting this condition will not be permitted to go on the field trip. Their parents/guardians will be notified that the student is unable to go on the field trip, and of alternate arrangements for in-school instruction. Suitable arrangements must be made to provide in-school instruction to students who do not choose to attend. Teachers/trip organizers are responsible for making these arrangements and notifying the building Principal.
* With the approval of the building Principal, a student who has previously committed a serious disciplinary violation or behaved unacceptably but has since consistently demonstrated good evidence of improved behavior and dependability, may have the opportunity to participate in a school-sponsored field trip.

The conditions noted above for student participation in a field trip are mandatory with respect to each trip.

### General Conditions for Field Trip Approval

**Planning the Trip:**

* Use the Field Trip Timeline/Checklist included in this manual as a planning guide.
* Field trips must be connected to the curriculum, and used as an extension of classroom learning in a competency-based environment. Instructional objectives of the field trip should be clearly outlined, and tied to pre- and post-trip activities.
* The field trip planner should carefully research the planned destination before the decision-making begins. Planners are urged to visit the site beforehand, if possible, to assist in the field trip planning.
* In order to maximize the learning for students and provide opportunities for leadership, students should be involved in the trip planning process to the extent possible.
* Trip planners should understand and be aware of all the trip details before finalizing a trip; have a plan for sharing this information in advance with students and parents/guardians. Details should include number of students to number of teaches/chaperones, availability of lavatories, refreshment facilities, accessibility, costs associated with trip, emergency contact information, emergency medical services available. These should all be considered for inclusion in a notice to be given to each student and discussed fully in each participating class prior to the trip.
* Teachers should review rules of behavior and specific facts about the place to be visited.
* All parties should understand goals of the trip as well as required follow-up activities and expectations; Faculty should discuss these goals with students and share with parents/guardians. Field trips should be directly relevant to the instructional program.

**Only field trips meeting the following conditions will be approved.** The trip organizer must ensure that:

* Trips are age-level appropriate.
* Trips are reasonable in terms of time, distance and cost.
* No student is denied the opportunity to participate in an academic field trip because of the inability to pay. Costs associated with an optional/voluntary extracurricular field trip will be the responsibility of the individual student/family. Where appropriate, fund raising should be organized to help defray costs. All fundraising must be done in compliance and accordance with KRSD school policies.
* Overnight Trips and Extracurricular field trips should occur during non-school time.
* Trips are not scheduled during statewide assessment (SAS, SAT, PSAT etc.) or other standardized examination periods for students taking those exams.
* Trips are planned with the utmost consideration of student safety which includes, without limitation, an appropriate number of adult chaperones, all of whom have approved Criminal Offender Record information checks on file with the Superintendent.
* There is adequate supervision on the field trip, with minimal impact on other classes because of the number of teachers missing classes due to chaperoning.
* Provisions have been made for medical emergencies, including attending medical personnel, when necessary. **School nurses should be involved in the trip planning process**.
* When school bus transportation is required, the school district’s transportation contractor is to be utilized, if available. If the school district’s regular transportation carrier is not available, the trip organizer should work with the District Director of Student Services to ensure an appropriate alternate carrier.
* If an emergency situation occurs, the trip organizer is responsible for notifying the Principal by telephone as soon as possible.
* Helmets are required for bicycle and ski/snowboard trips.
* Trip cancellation insurance must be made available for all multiple day out-of-state trips and international travel.
* Mandated insurance coverage requirements must be met before the field trip can be approved.
* **No financial commitments are to be made until the Field Trip Approval form is returned with all required signatures.**

### Field Trip Timeline and Checklist

Faculty and staff planning field trips are required to submit the Field Trip Timeline / Checklist Form located in the Forms section of this manual to the building principal prior to attending the trip.

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### Authority to Approve/Disapprove Field Trips

* All school-sponsored In-State Field Trips must receive prior recommendation of the Principal, and the approval of the Assistant Superintendent. The appropriate In-State Field Trip Form must be completed and submitted for approval to the Asst. Superintendent at least two (2) weeks in advance.
* All school-sponsored Out-of-State Field Trips must receive prior recommendation of the Principal and the approval of the Assistant Superintendent, as well as the Superintendent of Schools (following School Board approval). The appropriate Out-of-State Field Trip Form must be completed and submitted for approval to the Assistant Superintendent at least four (4) weeks in advance.
* All school-sponsored Overnight Field Trips (including International Trips) must receive prior recommendation of the Principal, Assistant Superintendent, as well as the Superintendent of Schools (following School Board approval). The appropriate Out-of-State Field Trip Form must be completed and submitted for approval to the Assistant Superintendent at least six (6) weeks in advance.
* **The approval process must be completed prior to engaging students in fundraising activities or other preparations for the trip.**
* The Superintendent of Schools or designee reserves the right (a) to cancel trips up to departure, and (b) to recall trips in progress, if they believe there are national and/or international conditions that pose potential danger to students or any other reason deemed appropriate by the Superintendent of Schools.
* The Superintendent will alert the School Board to final deadlines regarding required commitment of funds if there are national/international events/situations which may require the Superintendent to cancel or recall a trip due to safety concerns or other reasons.

### Medical Guidelines for Field Trips

**Medical Guidelines for Field Trips:**

In order to Plan a field trip that is safe for EVERY child in your class, strict adherence to the following guidelines will help to ensure the health and safety of all students. For all In-State Day field trips**, the school nurse must be notified at least 72 hours prior to the trip**. **For all overnight, out-of-state or out-of-country field trips, the school nurse must be notified at least 30 days in advance.** The school nurse is available for consultation and will assist in the planning of all field trips.

In some cases, a physician’s recommendation may be necessary to ensure that it is safe for a particular child with a special medical need to attend a trip. This is based on the distance or time from an Emergency response, severity of medical need and risk to student’s safety. If you have any concerns regarding the appropriateness of a particular trip for a student, please consult with your school nurse, special education case manager, or Director of Student Services.

A parent/guardian of a child with a special medical need may volunteer to attend a field trip to provide the care that their child will need. This should be strongly supported because there is no guarantee that a nurse will be available. We are obliged to provide safe and equal access to all field trips for all students.

It is best to restrict eating on the bus when possible (i.e. a bus trip that lasts less than 2-3 hours). Water should be the beverage of choice unless there is a medical contraindication for specific student’s health needs. **A cell phone must accompany each trip. If one is not available, please contact your building principal to discuss alternative options.**

**Day Field Trip**

* Notify the school nurse at least 72 hours in advance. If a nurse is needed to attend then a 2-week notice is necessary.
* Bring a list of parents’ and emergency contact phone numbers.
* Bring your special needs list for your class or grade.
* In your communication with parents, encourage the parent to send inhalers for any child who is at risk. The School Nurse will provide the appropriate students with any inhaler that has been prescribed to them by the parent/physician.
* Check with the school nurse regarding any procedures or daily and emergency medications. The School Nurse will prepare an individual dose and delegate the administration to a staff member. No student requiring an Epi-pen may attend a field trip unless the parent/guardian has provided a current Epi-pen and a Care Plan including physician orders for administration. There must be a trained staff member on the trip to administer the Epi-pen if indicated.
	+ If an Epi-pen is administered, it is protocol to immediately call 911 and have the student transported to the nearest emergency room for follow up care.
* Request a first aid kit from the school nurse; make sure the school nurse knows where you are going, so she/he will prepare an appropriate kit.

**Overnight Trip/Out-of-State Trip**

* Please notify the school nurse and involve him/her in planning for medical needs as soon as you are aware of a trip, but at least 30 days in advance.
* Send home the **Overnight/Out of State Student Medical/Medication Information Form** (see Forms section of this manual), at least 3 weeks but not more than 30 days in advance of the trip to ensure that information is current.
* Designate a chaperone on each bus that is Epi-pen trained and comfortable managing first aid and monitoring of medications.
* A teacher or chaperone that is a medical professional should meet with the nurse to discuss special needs list, medications and first aid supplies. A non-staff/non-medical chaperone should not assume this responsibility due to confidentiality issues.
* Within 48 hours of departure, the designated medical professional teacher or chaperone should meet with the school nurse to pick up first aid supplies and medications.
* Generally, students going on overnight trips are old enough to carry their own “emergency” medications i.e. inhalers and Epi-pen. The school nurse will determine that designation.
	+ NOTE: All chaperones need to be apprised of the above information, and there needs to be redundancy in possessing information; electronic access is accepted.

**If a student may participate safely *only* with a nurse in attendance, arrangements must be made before the trip is planned to be sure a nurse is available to attend.**

**Overnight / Out-of- Country Field Trip Medication Procedure**

Please note the following procedures for the administration of medication on overnight field trips. It is required that the procedures be followed as outlined below. Only essential and approved medication should accompany a student on a field trip.

* **If a child must take daily medication:**

The parent/guardian will bring the medication to the school nurse in a clearly marked pharmacy container with the original Pharmacy label, along with small baggies that have the labels on them. If more than one day’s supply is needed the school nurse will assist with organizing daily medication doses marked baggies which are to include Student’s Name, Medication, dosage, date, and time of administration.

**NOTE: please be sure the parent/guardian completes the attached prescription medication form including side effects of any medications a child will receive while on this field trip.**

Oral medications, for the overnight field trip, will be stored with a designated staff person. A child will come to the staff person and they will self-medicate from the envelope which has one dose of medication in it. The staff person will remind the child when it is time for the student to take his/her own medication from the envelope. Parents/guardians should be sure that their child understands this procedure.

* **If a child needs to take Tylenol/or Ibuprofen for discomfort:**

The parent/guardian must prepare doses for him/her and provide them to the school nurse for review protocol; **students are not allowed to carry any drugs while on an overnight field trip**. Each separate dose must be prepared by a parent/guardian and clearly marked in a small envelope/baggie with instructions as to why and when it may be administered. This medication will also be stored with a staff person and the child should come to the staff person if medication is needed. (Aspirin is contraindicated for children unless ordered by a physician.) Parents/guardians should check in with the school nurse within one week after the trip to pick up any unused doses.

* **If a child usually carries an inhaler for asthma or allergies**:

Parents/guardians must be sure that it is up to date and that it has sufficient medication in it. The child may keep all inhaled and topical medications on his/her person if developmentally appropriate as determined after school nurse consultation. 4.

* **If the child has a known severe allergy and has an Epi-pen prescribed**:

Parents/guardians must send it to school with any other medications their child will need. The Epi-pen will be returned to the parent/ guardian after the trip if unused. Please check expiration dates. If parents/guardians are unable to send Epi-pens from home – they should contact the school nurse upon receipt of the **Student Medical/Medication Information Form.**

### Communication Related to Field Trips

**Communication with Parents/Guardians**

Communication with parents/guardians and school administration throughout the field trip process is a key component in creating a positive learning experience for students and their families. Once the field trip has been approved, all parents/guardians and school administration should be provided with a written document outlining trip details. This document should include: transportation schedule (departure time/location and return time/location), name and location of field trip site, emergency contact information, list of chaperones, student behavioral and communication expectations during field trip, objectives, on-site/post-trip activities, and any other pertinent information that will assist in ensuring a safe and positive learning experience.

The **Field Trip Permission Slip** (included in the Forms section of this manual) should be filled out completely prior to being sent home for a parent’s/guardian’s signature.

### Communication By, Between, and With Students on Trips

The field trip planner(s) are expected to address communication expectations during a field trip with participating students prior to the field trip. Clear expectations should be outlined regarding the use of any electronic communication by and between students, chaperones and teachers before, during and following the field trip, including whether photographs or videos may be taken and/or shared during the field trip. **Teachers taking photos for educational or promotional purposes must ensure that the appropriate Photo Release approval has been obtained from the student’s parent/guardian.** The **Field Trip Permission Slip** includes (a copy of which is included the Forms section in this manual) includes a Photo Release sign-off.

### Permission, Consent, and Release Forms

Any student going on a school-sponsored field trip must submit a properly completed and signed **Field Trip Permission Form.** Students participating in Overnight/International Field Trips must also submit a properly completed and signed **Student Medical/Medication Information** form **prior to students engaging in fundraising activities or other preparations for the trip.** This form must be signed by the student (if appropriate) and the student’s parent or legal guardian.

For athletic teams or other extracurricular school groups that routinely travel as part of their activities, the student (if appropriate) and the student’s parents/guardians may submit one consent/release form to cover all events for the season.

**Cancellation of Field Trips**:

By signing the permission, consent and release forms, the student (if appropriate) and parents/legal guardians affirm that he/she/they have approved the participation of their child in the school-sponsored academic or extracurricular field trip with full knowledge that:

* The Superintendent or designee reserves the right to cancel a trip up to the departure date or to recall a trip in progress if national and/or international conditions so warrant or if security and safety concerns over which the KRSD had no control render it appropriate to cancel the trip. The Superintendent will take the following criteria into consideration when making its decision: (a) U.S. Department of State Travel Advisory; (b) Homeland Security Advisory (alert status); and/or (c) Declaration of War or armed conflict. Additionally, the critical judgment of the Superintendent, with input from the Principal and trip organizer, will be taken into consideration.
* In such event that a trip must be cancelled, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed. The student and parents understand that he/she/they may lose any and/or all of the funds he/she/they have expended for the voluntary trip. Trip insurance is required for all multiple day out-of-state trips and international travel.
* The Superintendent will alert the School Board to final deadlines regarding required commitment of funds if there are national/international events/conditions/situations which might make the Superintendent or designee cancel or recall a trip due to safety concerns or other reasons.
* The School Board, and its officers, agents, and employees shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.

### Supervision and Chaperones

Trip organizers should recognize that the larger the group involved, the more difficult the challenge of managing it. The following should be considered in planning and executing a trip:

* All chaperones are required to have a current Criminal Offender Record information check in the Superintendent’s Office.
* A definite number of chaperones should be agreed upon and required for each field trip. At no time should the student-to-chaperone ratio be more than 10 students to 1 chaperone.
* The proper number of chaperones must be secured well before the trip, and chaperones must be listed by name on the appropriate **Field Trip Form** submitted for approval and updated when chaperones change. See supervision ratio below. Any deviation from supervision ratios requires the pre-approval of the Board.
* All chaperones, other than professional staff and student teachers, must be at least 18 years old. This requirement applies also to brothers, sisters, and other relatives of student participants who are serving as chaperones.
* Only chaperones and students are allowed to participate in the field trips. Parents and other adults are not to be accompanied by young family members requiring substantial supervision since the chaperone’s full attention should be given to the students participating in the field trip.
* Non-teacher chaperones are expected to assist in maintaining appropriate student conduct, and to accept responsibility under the direct supervision of the teacher. All chaperones must sign the Chaperone Responsibility Form – Appendix H.
* Specific students may be assigned to a specific chaperone, to ensure the students’ safety and a positive off-site learning experience.
* Safety must always be an overriding concern in determining supervision during a field trip, and what field trip control measures are needed.
* Chaperones may not purchase, ingest, possess, or utilize alcohol, tobacco / nicotine products, or recreational drugs while on school related trips.

**Supervision Ratios (Chaperones: Students):**

Elementary: 1:5

Middle School: 1:8

High School: 1:10

Overnight / International Trips: 1:5

### Student Conduct During Field Trips

All Kearsarge Regional School District policies related to Student Behavior, Student Handbook rules and regulations, NH Interscholastic Athletic Association (NHIAA) rules and regulations, and specific trip rules as identified by the trip organizer or trip planning committee regarding student conduct will apply and be in effect at all times for all academic and extracurricular field trips.

* If a student violates any KRSD student conduct policies, student handbook rules or regulations, NH Interscholastic Athletic Association (NHIAA) rules and regulations, or specific trip rules, or otherwise misbehaves while on a field trip, the student will, if the behavior warrants, be immediately suspended from the field trip and sent back to school or home, as appropriate, by the trip organizer at the parent’s/guardian’s expense.
* In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and NH Interscholastic Athletic Association (NHIAA) rules and regulations.

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### Transportation, Lodging, and Scheduling

* The use of private vans and automobiles for school-sponsored field trips is not permitted except in rare cases with prior approval in writing of the Superintendent and parents/guardians. Such trips will use commercial vans or motor coaches and employ professional licensed drivers. Emergency situations may be approved by the Superintendent or his designee. Any private automobile carrying any student must be driven by an adult and carry 100/300 insurance coverage. Certificate of insurance must be on file with the Superintendent.
* When school bus transportation is required, the school district’s regular transportation contractor is to be utilized, if available. If the school district’s regular transportation carrier is not available, only contractors licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA) may be used. Carriers with an FMCSA rating of “conditional” or “unsatisfactory” cannot be used. FMCSA carrier ratings are available online at <https://www.fmcsa.dot.gov/> or by calling 703.280.4001 and providing the carrier’s D.O.T. identification number. Appropriate District procurement procedures must be followed in order to obtain bus transportation. Contact the Director of Student Services for assistance.
* Any contract with a private carrier must prohibit the use of subcontractors unless approved by the Superintendent or designee. The Superintendent or designee shall not approve use of any subcontractor unless the subcontractor meets the criteria referenced above.
* Overnight accommodations at all hotels, motels, or other lodging, with established rules and regulations to ensure student well-being, should be made in advance with student safety and security in mind. Overnight accommodations should be made with careful attention to student safety and adequate, appropriate supervision, without infringing on student privacy. **At no time should an individual student be assigned to a room with one chaperone without expressed written permission from the student’s parent/guardian and the Superintendent of Schools.**
* Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.
* Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense. If a planned trip exceeds ten (10) consecutive hours of driving, a second driver must be utilized or the driver must be off duty for eight (8) consecutive hours before driving again.
* Walking is an approved form of transportation when authorized by the Building Principal and with appropriate provisions for safety.
* Bicycle touring is appropriate as a field trip. However, a bicycle is not an acceptable mode of transportation for a field trip.

### Trips Run by Outside Independent School Trip Operators

Field trips coordinated by outside, independent operators must follow the same procedures outlined in this manual and must be in compliance with appropriate New Hampshire and Kearsarge Regional School District field trip policies, handbooks and regulations. Field trip planning must be coordinated in partnership with a designated staff member overseeing said field trip to ensure that all proper procedures are followed, and that appropriate documentation is completed. The designated staff member overseeing the field trip must ensure that outside, independent operator is reputable by checking in with NH Attorney General’s Office of Fair Labor and Business Bureau, and must also obtain documentation of insurance compliance by independent operator.

# Forms

Appendix A: Field Trip Timeline and Checklist

Appendix B: In-State Day Field Trip Form

Appendix C: Out-of-State Day Field Trip Form

Appendix D: Overnight/International Field Trip Form

Appendix E: Field Trip Permission Slip

Appendix F: Student Medical/Medication Information and Permission Form

Appendix G: School Bus Transportation Request Form

Appendix H: Chaperone Responsibility Form

### **Appendix A: Field Trip Timeline and Checklist**

 *(“X” in*  *and indicate date when completed)*

 Trip Organizer / Planner read **Field Trip Procedural Manual**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Completed and submitted appropriate **Field Trip Form** (***In-State Day Field Trip Form, Out-of-State Day Field Trip Form, Overnight Field Trip Form***) with all required information for review and approval within the designated timeline. (See *Timeline* chart below.)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Had School Nurse review field trip medical needs; obtained signature from School Nurse on appropriate **Field Trip Form**.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Received copy of approved **Field Trip Form** with all required signatures.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Completed and submitted **School Bus Transportation Request Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Obtained completed and signed **Field Trip Permission Slips** from all students.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Obtained completed and signed **Medical/Medication Information and Permission Form** from all students.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Trip Organizer / Planner provided all parents/guardians written notification of field trip details.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Provided all chaperones **Chaperone Responsibility Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Trip Timelines**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Field Trip** | **Submit to Principal for Approval** | **Submit to Asst. Superintendent for Approval** | **School Nurse Review for Medical Needs/Obtain Nurse Signature** |
| In-State Day Field Trip  | At least 2 weeks prior to field trip  | At least 2 weeks prior to field trip  | At least 72 hours prior to field trip  |
| Out-of-State Day Field Trip  | At least 4 weeks prior to field trip  | At least 4 weeks prior to field trip  | At least 30 days prior to field trip  |
| Overnight / International Field Trip | At least 6 weeks prior to field trip  | At least 6 weeks prior to field trip  | At least 30 days prior to field trip  |
|  |  |  |  |

### **Appendix B: In-State Day Field Trip Form**

**Instructions:**

* All in-state field trips must be approved by the Principal and Assistant Superintendent at least **two weeks** before the field trip. In-state field trip requests not submitted two weeks in advance of the proposed trip may not be approved.
* Please notify the school nurse and involve him/her in the planning for medical needs at least 72 hours prior to the field trip.
* If you are planning an **Out-of-State or Overnight Field Trip**, please use the appropriate form.
* This form may be emailed to the SAU to the Office Manager to the Assistant Superintendent or sent via Inter-office mailing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Proposed Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed by Nurse (Signature/Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Form Submission to Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Two Weeks in Advance? [ ] Yes [ ] No

School / Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher(s) and Grades(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Trip Objective(s) (Use attached page for greater detail if needed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Teachers \_\_\_\_\_\_\_\_ # of Subs Required \_\_\_\_\_\_\_\_ # of Students \_\_\_\_\_\_\_\_ # of Chaperones \_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT #** (Teacher/Staff name & Cell Phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Chaperones (add additional paper if using more than six):

1. 2.

3. 4.

5. 6.

Mode of Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What accommodations will be made for students who cannot pay? Please specify Funding source.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To which course / unit / program is this trip related? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To which curriculum competency / standard /objective(s) is the trip related? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe follow-up activities to ensure field trip objectives met/competencies taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:** *When this form is completed, please submit it to the principal for signature and then forward the form to the Assistant Superintendent.*

**[ ] Approved [ ] Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal / Date**

**[ ] Approved [ ] Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Asst. Superintendent / Date**

###

### **Appendix C: Out-of-State Day Field Trip Form**

**Instructions:**

* Get approval from Principal and Assistant Superintendent at least **four weeks** before the field trip. In-state field trip requests not submitted four weeks in advance of the proposed trip may not be approved.
* Please notify the school nurse and involve him/her in the planning for medical needs at least 30 days prior to the field trip.
* This form may be emailed to the SAU to the Office Manager to the Assistant Superintendent or sent via Inter-office mailing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Proposed Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed by Nurse (Signature/Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Form Submission to Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Four Weeks in Advance? [ ] Yes [ ] No

School / Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher(s) and Grades(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Trip Objective(s) (Use attached page for greater detail if needed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Teachers \_\_\_\_\_\_\_\_ # of Subs Required \_\_\_\_\_\_\_\_ # of Students \_\_\_\_\_\_\_\_ # of Chaperones \_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT #** (Teacher/Staff name & Cell Phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Chaperones (add additional paper if using more than six):

1. 2.

3. 4.

5. 6.

Mode of Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What accommodations will be made for students who cannot pay? Please specify Funding source.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To which course / unit / program is this trip related? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To which curriculum competency / standard /objective(s) is the trip related? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe follow-up activities to ensure field trip objectives met/competencies taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:** *When this form is completed, please submit it to the principal for signature and then forward the form to the Assistant Superintendent.*

**[ ] Approved [ ] Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal / Date**

**[ ] Approved [ ] Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Asst. Superintendent / Date**

**[ ] Approved [ ] Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent / Date**

 **(Following School Board approval)**

### **Appendix D: Overnight/International Field Trip Form**

**Instructions:**

* All Out-of-State field trips are required to be approved by the School Board
* Get approval from Principal and Assistant Superintendent at least **six weeks** before the field trip. In-state field trip requests not submitted four weeks in advance of the proposed trip may not be approved.
* Please notify the school nurse and involve him/her in the planning for medical needs at least 30 days prior to the field trip.
* This form may be emailed to the SAU to the Office Manager to the Assistant Superintendent or sent via Inter-office mailing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Proposed Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed by Nurse (Signature/Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Form Submission to Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Six Weeks in Advance? [ ] Yes [ ] No

School / Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher(s) and Grades(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Trip Objective(s) (Use attached page for greater detail if needed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Teachers \_\_\_\_\_\_\_\_ # of Subs Required \_\_\_\_\_\_\_\_ # of Students \_\_\_\_\_\_\_\_ # of Chaperones \_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT #** (Teacher/Staff name & Cell Phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Chaperones (add additional paper if using more than six):

1. 2.

3. 4.

5. 6.

Mode of Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What accommodations will be made for students who cannot pay? Please specify Funding source.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To which course / unit / program is this trip related? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To which curriculum competency / standard /objective(s) is the trip related? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe follow-up activities to ensure field trip objectives met/competencies taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:** *When this form is completed, please submit it to the principal for signature and then forward the form to the Assistant Superintendent.*

**[ ] Approved [ ] Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal / Date**

**[ ] Approved [ ] Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Asst. Superintendent / Date**

**[ ] Approved [ ] Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent / Date**

 **(Following School Board approval)**

### **Appendix E: Field Trip Permission Slip**

**Kearsarge Regional School District Field Trip Permission Slip**

**Today’s Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of School** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has scheduled a field trip. We are requesting your

 *(Name of Class)*

permission for your child to participate in this trip.

Date of Trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Method of Travel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Staff Member Organizing Trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Please make sure your child is dressed appropriately for the weather.***

To give permission for your child to attend this field trip, please complete, sign and return the lower portion of this form to (class teacher name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Keep the top half of this form for your information.)***

--------------------------------------------------------------------------------------------------------------------------------------------

***(Cut along dotted line and return this half by the date noted above.)***

**Student’s Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(Last Name) (First Name)*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission to my student to attend the following field trip:

Date(s) of Field Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of Field Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand my student is expected to follow all the school rules and regulations as outlined in our School Board Policies or school rules regarding conduct. I also understand that my student is expected to adhere to specific field trip communications procedures which will be discussed between students and field trip organizers prior to the trip.

YES, I do  or NO, I do not  give permission to the Kearsarge Regional School District to take and use images of my child’s participation in this field trip, for school related lawful purpose and in any form or medium (such as newspaper, internet, District social media sites, etc.) to promote school events.

Please be aware of the following medical or other specific needs of my child:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I hereby release all employees and agents of the Kearsarge Regional School District from liability; and, assign harmless and indemnify each of them for any claim, judgment, or expense related to any alleged damages.*

I can be reached at the following telephone number during the hours of the field trip: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Parent/guardian signature) (Date)*

 ***\*I would like to be considered for any available chaperone position for this trip*  Yes**  **No**

### **Appendix F: Student Medical/Medication Information and Permission Form**

**To be given to the Kearsarge Regional School District staff on the trip.** Signature indicates your permission for the School Nurse to share this information

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth (DOB) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Cell Phone # ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Cell Phone # ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Information:**

Does your child have any of the following conditions? YES NO

Food/Bee Sting Allergy  

Diabetes  

Seizure Disorder/Epilepsy  

Heart Condition  

Asthma (bring medication)  

If you have any concerns regarding your child’s ability to participate, please notify the school nurse and consult your primary care physician. Please use the space below to inform us of those needs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Medical Permission for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Student’s Name)*

I understand that parents/guardians will be contacted in case of serious sickness or accident. However, in the event of an emergency situation that requires immediate medical attention ***I, the parent/guardian, hereby give permission to the school nurse or the Trip Leader in charge to hospitalize, secure proper treatment for the student as named above.***

My child will NOT bring or carry over-the-counter, prescription or any other drugs on this field trip.

I give permission for the administration of all medication listed below. (Please provide information regarding any daily medications your child may take while on this field trip.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Medical Condition** | **Medication** | **Dosage** | **Time** | **Side Effects** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete and sign this form even if your child is not on any medication. Simply indicate “None” on the chart above. Then return this form to your child’s teacher**

### **Appendix G: School Bus Transportation Request Form**

**School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Transportation Request** ***(MUST BE SUBMITTED TO SAU TWO WEEKS PRIOR TO TRIP)***

Person Requesting Transportation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pick up location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick up Time\_\_\_\_\_\_ Arrive back at school time: \_\_\_\_\_\_ Grade/other \_\_\_\_\_\_ Serv. Dog \_\_\_\_\_\_

Number of Students \_\_\_\_\_\_ Number of wheelchairs \_\_\_\_\_\_ Number of Adult/Teachers \_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Destination:** | **Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Educational Objective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal signature) date (SAU signature) date

===========================================================================

**BUS GARAGE USE ONLY**

*\*\* \*All information needs to be filled out \*\*\**

Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bus Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clock in time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return pickup time \_\_\_\_\_\_\_\_\_\_ Passenger count \_\_\_\_\_\_\_\_

……………………………………………………………………….……………………………………

**TRIP TIME MILEAGE**

***Information***

 Drop & pickup START Trip Time \_\_\_\_\_\_\_\_\_\_\_ ENDING Trip Miles \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Stay END Trip Time \_\_\_\_\_\_\_\_\_\_\_ STARTING Trip Miles \_\_\_\_\_\_\_\_\_

TOTAL Activity Hours \_\_\_\_\_\_\_ TOTAL Trip Miles \_\_\_\_\_\_\_\_\_\_

………………………………………………………………………………………………………………**ACTIVITY**

*Information*

 Drop & pickup START Activity Time \_\_\_\_\_\_\_\_\_\_\_ ENDING Trip Miles \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Stay END Activity Time \_\_\_\_\_\_\_\_\_\_\_ STARTING Trip Miles \_\_\_\_\_\_\_\_\_

TOTAL Activity Hours \_\_\_\_\_\_\_ TOTAL Activity Miles \_\_\_\_\_\_\_\_\_

Dispatcher Confirmation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reply to sender

Dispatcher’s notes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Appendix H: Chaperone Responsibility Form**

Kearsarge Regional School District may ask parents or other qualified adults to serve as chaperones for school related trips and activities. As such, chaperones must be aware of their responsibilities before participating in each trip. The following are general examples of the expectations and responsibilities of all chaperones:

**Chaperone Responsibilities**

* All district, school and specific field trip rules must be adhered to and enforced at all times.
* Chaperones are responsible for compliance with and enforcement of all district, school and specific field trip rules.
* Chaperones are responsible for notification of rules violations to the appropriate school personnel.
* The behavior of chaperones must be appropriate and above reproach at all times.
* Chaperones will submit to a background check.
* Chaperones are not compensated for their service.
* Chaperones may be required to partially or completely pay for the cost of admissions to the activity or trip

**Assurance Statement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, chaperone for the school activity listed below, agree to abide by all district, school and field trip rules and chaperone responsibilities as outlined above in relation to the aforementioned activity. I realize that I am acting in *loco* *parentis*, or in the role of parent for all students associated with this activity. My behavior during this activity will serve as a model for the young people participating.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Print name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Activity) (Date)