

Field Trip Directions

1. **Field Trip/Activity Request Form** - Complete this form and submit to the Administrative Assistant to the Principal or Building Principal.
2. **Proposed Field Trip Cost Overview** - Fill out completely. Provide as much detail and information as possible.
3. **Reimbursable Bus Trip Calculator** - Helps to calculate the costs of the trip.
4. **Bus Request Information** - Please find originals in the main office and attach them to the field trip request form when you submit to the principal for approval. Be sure to include roundtrip information and that a budget line or other form of payment has been identified.
5. **Additional Overseas Trip Requirements for KHS** - This is a list of items that the Principal will need from you prior to departure. This information must be handed in with the trip proposal form.
6. **Field Trip Permission/Waiver Form and Medical Form** - Make copies for parents to fill out and return to you prior to the trip. Blank copies of these must be submitted with your field trip packet in order for the trip to be approved.
7. **Permission for Activities During the School Day Form** - If your trip is during the school day and students will miss class time with other teachers, please make copies of this form for them to complete and return to you.

Conway School District
Field Trip Checklist

A minimum of 15 school days prior to the field trip:

- ☐ Submit *Field Trip Request form* to Department Head/Building Principal
- ☐ Consult with Nursing Office providing dates of trip and students attending.
For students with medical conditions:
 - Obtain/review copy of student's Emergency Action Plan if applicable
 - Obtain/review copy of student's 504 if applicable
 - Ensure students with specific health needs or physical limitations have equipment, medication and current medication orders
 - Arrange for storage and administration of medication during the field trip
 - **Additional Medical coverage for field trip may be determined necessary. Proper notice is required in order to ensure safety of all students attending.**

Staff member or designated chaperone *must* hold current Red Cross (or administrator approved equivalent) CPR/First Aid certification.

After trip approval:

- ☐ Complete Bus Transportation Request-MUST submit to transportation office 5 school days prior to trip
- ☐ Submit Substitute Request
- ☐ Distribute *permission forms* to students with due date. Forms include:
 - ☐ Parent release form
 - ☐ Teacher(s) release form
 - ☐ Health Information Form
 - ☐ *Field Trip School Policy*
- ☐ Identify Chaperones (Ratio of 1:10 students)
- ☐ Identify procedures to follow in the event of an emergency, illness or accident.
 - Nearest Hospital or Medical Care
 - Communication plan with students and chaperones during trip
 - Phone numbers to contact in the event of emergency (Principal or designee, Parent/Guardian, Bus Driver/Coordinator)
- ☐ Inform the cafeteria at least 1 week prior to the trip to ensure lunch provisions are made for students who receive free or reduced-price lunch.
- ☐ Notify appropriate staff members of students attending **including School Nurses.**
- ☐ Group students with chaperones and create bus lists. All emergency medication, medical supplies, and person responsible for administering the medication shall be transported in the same bus as the student.
- ☐ Pick up First Aid Kit from nursing office as arranged with the School Nurse.

Day of the Field Trip:

- ☐ Provide updated list of students who are actually attending including bus numbers to Attendance Office.
- ☐ Ensure you have First Aid Kit, Student Medical Forms/Emergency Contact and Students' Medications
- ☐ Review Chaperone Responsibility, Emergency Procedures
- ☐ Provide for staff supervision until the last student goes home as pre-arranged by parent
- ☐ Report any issues or concerns to school administrator as soon as possible.

First School Day After Field Trip:

- ☐ Submit all field trip documentation to Office of the Principal to be kept on file digitally.

Conway School District
Request for Student Field Trip

All Field Trips require prior approval from the school-based administrator. Forms must be submitted 15 school days prior to trip. Conway School District reserves the right to cancel a trip at any time. The school district shall make every effort to reimburse fees in the event a trip is cancelled, but is not responsible for any financial losses if reimbursement is not possible.

- 1. Teacher in charge completes Field Trip Request Form, attaches contract /agreement when appropriate.**
- 2. Contact Nursing Office 15 school days prior to trip**

Staff member or designated chaperone *must* hold current Red Cross (or administrator approved equivalent) CPR/First Aid certification

Type of Field Trip ☐ School Day ☐ Non-School Day ☐ Overnight ☐ Out of State/ Overseas

Class or Group _____ **Date of Request** _____

Submitted by _____

Destination _____

Departure Date & Time _____ **Return Date & Time** _____

Learning Objective(s):

Teacher/Staff Responsible _____ **Cell Phone #** _____

Cost per pupil _____ **Number of Students** _____

Chaperones _____ **(Ratio 1:10 students required)**

Bus Company: _____

☐ Approved ☐ Conditionally Approved ☐ Rejected

Signature School Based Administrator

Please Include the Following:

- 1. Itinerary including meal arrangements, lodging, travel route, destinations**
- 2. Emergency and inclement weather plans**
- 3. Names and cell phone # of all staff and chaperones attending trip**

Proposed Field Trip Cost Overview

Teacher/Leader: _____

Date(s) of Trip: _____

Summary of Trip:

--

Accommodations (if applicable):

--

Travel

Means of Transportation: _____

Distance Traveled (Round trip): _____

Number of Drivers Needed: _____

Supervision

Head Chaperone: _____

Number of Students: _____

Total Number of Chaperones: _____

Staff Chaperones: (Names and positions)

Name	Position

Other Chaperones (Names and roles)

--

Overnight Supervision Plan:

--

Safeguards: _____
(e.g. EMT, cell phones, radios)

Timeline

Depart from: _____ AT: _____

Return Trip Leaves from: _____ AT: _____

Expected Return Time: _____ AT: _____

*Attach Daily Itinerary

Costs

Total Transportation: _____
(Below please list mileage, per diem/hour rate, tolls, and parking.)

--

Total Admission: (per person x number) _____

(List individual sites and costs for the entire trip in the space below this line.)

--

Total Meals, Lodging & Misc. costs: _____

(Description)

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Substitutes:

Number needed _____ X Days _____ X (per diem rate) _____

Total Substitute Costs: _____

Total Cost of Trip: _____

Amount provided from local school budget: _____

Amount provided from fundraising: _____

Amount paid by students: _____

*Please note how scholarship needs are being addressed.

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Revised August 22, 2022

REIMBURSABLE BUS TRIP CALCULATOR
(EFFECTIVE SEPTEMBER 1, 2022)

Purpose of Trip _____ Destination _____ Date ____/____/____

of Miles to Travel: _____ x \$1.35/mile = \$ _____ (fuel/operations)

+

Est. Driver Pre-trip inspection and post trip cleaning/fueling = **\$27.50 (pre/post cost)**

+

Estimated Driver Time (Total hrs): _____ x \$27.50/hr. = \$ _____ (trip labor)

=

Total Cost for Trip: \$ _____

Check # attached: _____

Check Amount attached: \$ _____

Example: Gorham, Maine to visit the zoo:

Map quest: 50 miles one way x 2 (back and forth) = 100 miles

Pre & Post Trip inspection, cleaning & fueling: \$27.50

Driving to the zoo 1 hour, 3 hours at the zoo, 1 hour driving home: 5 hours total

100 x \$1.35/mile = \$135 for fuel/operations

+

Pre & Post Trip inspection, cleaning & fueling: \$27.50

+

5 hrs x \$27.50 = \$137.50 for driver

Total Cost for Trip: \$300.00

ATTACH GOOGLE MAPS MILEAGE

Things to Remember When Filling Out a Bus Request Form

- **Bus Slips:**
 - Time of Departure is the time that the bus should be leaving school property.
 - Time of Return is the time that the bus will be back on school property, unloading students. NOT when you are leaving your field trip site.
 - Please form the return time most closely. In some cases a driver that is delivering your trip may need to take another group elsewhere later in the day.
 - Number to Make Trip is the number of students and staff making the trip. If you need more than one bus, you must fill out one slip per bus and pay for two+ buses. *Conway School District buses hold approx. 77 K-6 students and 51 adult size students.*
 - Bus slips must be signed by an administrator/building principal and include a funding number or check before it can be assigned to a bus and driver.
 - BEAR DOWN to make sure that your writing makes its mark all the way through the four (4) layers of the bus request.
- **Reimbursable Bus Trip Calculator Worksheet:**
 - Available in the school offices.
 - These worksheets calculate your field trip bus costs. Remember to attach a detailed print out of the directions to your destination from your school and include roundtrip mileage. This will be used to calculate your trip costs.
 - (If applicable, remember to include the waiting times of the bus driver - this is the time that the driver is waiting for you during your field trip.)
 - **A funding # or check must be supplied** when request is submitted.
 - Bus Requests must be submitted no less than five (5) school days to the transportation office (please consider interoffice travel time from schools to SAU9).
- It is always a good idea to email and confirm trip information in the days prior to your trip. Email g_shaw@sau9.org or call the Transportation Office at 447-3626.
- Bus drivers are easier to come by for field trips between the hours of 9:00 a.m. to 1:45 p.m. (+/-). Anything beyond that is subject to bus and driver availability.

Contact Gredel Shaw, Transportation Coordinator, SAU9, with any questions or concerns.
Phone: 447-3626 / 986-0685

SAMPLE

ORIGINALS OF THIS FORM ARE FOUND IN THE MAIN OFFICE.
PLEASE SEE ATTACHED DIRECTIONS ON HOW TO COMPLETE THE FORM
AND CALCULATE COSTS.

DON'T FORGET THAT EACH FORM MUST INCLUDE THE PRINCIPAL'S SIGNATURE AND
PAYMENT BEFORE SENDING TO GREDEL SHAW AT THE SAU#9 OFFICE.

EX: CHECK, BUDGET LINE #, OR BILL TO INFORMATION

NO _____

**CONWAY SCHOOL DISTRICT
REQUEST FOR SPECIAL BUS USE**

Time of Departure _____ Time of Return _____

Name of School Making Request _____ Date Request Made _____

Name of Class or Group to Make Trip _____

Number to Make Trip _____ Date Trip to Be Made _____

Destination of Trip _____ Overnight Yes ☐ No ☐

Distance One Way _____ Round Trip Distance _____

Purpose of Trip _____

Give Name(s) of Person(s) Responsible for the supervision of the trip _____

For non-curricular trips, individuals responsible for payment of requests reimbursement from school funds:
Funding: School budget A/C# _____ (OR) _____

Please bill to _____ (name) _____ (address)

Signature of School Principal _____ Date _____

AUTHORIZATION

Trip Authorized By _____ Date _____
Transportation Coordinator/Business Administrator

Drivers Assigned _____ Bus# Assigned _____

DRIVER'S REPORT ON TRIP

Bus# _____ Beginning Speedometer Reading _____ Ending _____

TOTAL MILES TRAVELED ON TRIP _____

TOTAL TIME _____

Driver Comments _____ Signature of Bus Driver _____

Additional Overseas Field Trip Requirements for KHS

- Flight Information to destination and back home (roundtrip).
- Itinerary for each day,.
- Your Contact Information, as well as that of another chaperone on the trip.
- Proof of an International Calling Plan in case we need to contact you in an emergency.
- Names of students and chaperones on trip.
- Plan with the Principal about when to "check in" while you are on the trip.
- PowerSchool printout of parent contact information for each student.

FIELD TRIP PERMISSION/WAIVER FORM

Field Trip Name: _____

Date(s) of Trip: _____

Please return completed permission slip to: _____

By: _____.

_____ YES, I would like my child to participate in the above-referenced field trip. Further, I have read and understand the attached policy IICA (Field Trips) and waive our right to any reimbursement due to the cancellation of the field trip.

_____ NO, I would not like my child to participate in the above-referenced field trip.

Child's Name (printed)

Parent/Guardian Signature

Date

School Field Trip Permission Form
Health Information/Emergency Procedure

The information you provide on this form will be handled in a confidential manner and shared only with staff as necessary to maintain your child's safety.

Student Name _____ Date of Birth _____

Parent/Guardian _____ Primary Phone _____
Alternate Phone _____

Emergency Contact:

Name _____ Relationship to Student _____ Phone _____

Student's Primary Health Care Provider _____ Phone _____
Insurance Company _____ Policy # _____

MOST RECENT HEALTH INFORMATION **

Health Conditions/Recent Surgery:

Allergies (describe typical reaction):

Dietary Restrictions (please explain):

Activity Restrictions (please explain):

Any other health concerns which may need consideration while on the field trip? (please explain)

MEDICATIONS

* **Non-emergency prescription medications** must be provided to the trip leader in the original prescription container clearly labeled with the student's name, medication, dose, time, prescribers' information - to be administered by trip leader to student at designated time. For additional Medications please document on back of form.

Medication _____ Dose _____ Time _____

Medication _____ Dose _____ Time _____

*Students may carry the following **prescribed emergency medications** on the field trip. Please note, students are expected to bring these prescribed medications to ensure their safety and **will not be eligible to attend if they do not.**

EpiPen _____ Asthma Inhaler _____ Diabetic Supplies _____ Other _____

* I give permission for the following **over-the-counter medications** to be given to my student: (**check all that apply**)
____ Tylenol/acetaminophen ____ Benadryl ____ Tums ____ Ibuprofen ____ Cough drops ____ Phenylephrine/decongestant

You have my permission to assist/supervise my child in taking the medications listed/checked above. In case of accident or serious illness, I request that you contact me or the person whose name I have listed. I authorize school personnel to take emergency action, which may include making provisions for the transportation of my child to the hospital for treatment. I agree to release the School District from all liability related to the treatment of my child in an emergency. In addition, I agree to pay for all medical services for my child, and promise to hold the School District harmless from any liability for such services.

Parent/Guardian Signature _____ Date _____

**** This information has been updated in PowerSchool. Parent/Guardian initials _____ Date _____**

Kennett High School

409 Eagles Way, North Conway, NH 03860
Phone: (603) 356-4343 / Fax: (603) 356-4391

Permission for Sports and School-Related Activities during the School Day

_____ will be dismissed on _____ at _____ to attend
(Student Name) (Date) (Time)

the following activity: _____.

Teacher:

Please acknowledge that the student has checked with you about missing class and that they will make the necessary arrangements to complete your class requirements and any work missed during the absence.

Block	Course	Teacher	Signature
1			
2			
Flex			
3			
4			

Student:

You must have each teacher, for classes you will be missing, fill out this form in order to participate in a school-related activity. Please return this form to the teacher who gave it to you.

Parent/Guardian:

___ YES, I give permission for my child to participate in the above activity during the school day. In case of an accident or serious illness, I authorize treatment for my child by medical facility personnel. Further, I have read and understand the attached Conway Policy IICA (Field Trips) and waive our right to any reimbursement due to the cancellation of the field trip.

___ NO, I do not give permission for my child to participate in the above activity.

Parent/Guardian Signature

Date

IICA

FIELD TRIPS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are appropriate extensions of the classroom. The following are factors to be considered before approving a field trip:

- (a) educational value of the activity to the group must directly correlate to the established curriculum;
- (b) loss of instructional time;
- (c) distance to be traveled in relation to the age of the participants;
- (d) mode and availability of transportation; and
- (e) cost.

Day trips must be approved by the principal. Overnight and/or out of state trips require the approval of the School Board.

For any field trips where a deposit is required, cancellation insurance (if obtainable) and a signed waiver (by parent/guardian) of reimbursement will be required.

Adopted by the Conway School Board – October 28, 1996

Revision Adopted – 8/14/00, 11/25/02 and 6/9/03

Reviewed with no change – March 18, 2004

Procedures Revised - June 8, 2009

Reviewed with no change – October 27, 2014

Revision Adopted – November 28, 2016

Revision Adopted – March 11, 2019

PROCEDURES FOR FIELD TRIPS

1. The purpose of these regulations is not to detract from enjoyment of field trips for any of our students or personnel, but to make them incident free, as much as possible.
2. Overnight field trips will occur no earlier than grade 5 with the exception of Special Olympics where their specific program guidelines will determine the ages of students invited to participate. The third grade Ferry Beach field trip will also be exempt from this grade restriction.
3. All volunteers must have completed a criminal background check within SAU #9 at his/her own expense.
4. There will be a head chaperone for each field trip. That chaperone's responsibilities include but are not limited to:
 - assuring District policies are implemented as intended
 - completing the request for student field trip form
 - completing the appropriate Approval Form for presentation to the School Board well in advance of the intended departure
 - attending the School Board meeting with the Principal when the trip is presented for approval (when required)
 - supervising the other chaperones over the course of the trip
 - developing a plan for room/sleeping assignments that meet policy expectations (for over night trips)
 - conducting a meeting of the students, parents/guardians, and chaperones to discuss expectations and procedures (for overnight trips)
 - assuring timely communication with the building administrator (or designee) in the event the travel conditions will result in an early or late return
 - completing documentation outlined in the Field Trip Checklist
5. There should be a minimum of one (1) chaperone for every ten (10) students and an adequate number of male/female chaperones in relation to student attendance. The chaperone must be an adult with a clear criminal background check on file within the last year or having a signed assurance letter on file for the current school year, tending only to the assigned students holding the school's permission to attend the field trip and no others.
6. The head chaperone should seek information about each student on the appropriate form from each of his/her teachers prior to an overnight field trip and present these to the student's chaperone.

7. Students should be divided into groups of not more than ten (10) students. The chaperone assigned should be responsible for the group at all times unless other specific arrangements have been made with another chaperone (e.g., I will take some of your students to the Egyptian display if you take some of mine to the modern history display).
8. Students shall be under adult supervision at all times.
9. Student needs and privacy should be factors used to determine sleeping quarters, and 24 hour supervision must be provided.
10. In the selection of students to formulate a group, care should be taken to create groups that will be successful in achieving the outcomes of the field trip and adhering to District policies.
11. There should be a minimum of one comprehensive first aid kit for each bus of students and one smaller, more portable kit for each group of students.
12. Violation of school rules and/or District policy may result in an immediate return home, at the student's expense. Should the hour of the day forbid an immediate return (no plane, etc.), the student will be separated from the rest of the students and returned the next day. There will be no refund for the time on the trip not utilized. Regular disciplinary procedures will then take effect when the student returns to school.
13. School staff and/or volunteers will not use or possess alcohol or other controlled substances (except those prescribed by their physician) at school, on school grounds, or at school functions held on or off school grounds.
14. Parents'/guardian's written permission is required before students may attend a field trip or a deposit is accepted. All forms must be completed in full prior to participating.
15. In cases where use of a school bus is not feasible, alternate transportation requires approval of the principal and be in accordance with District policy.
16. It is recognized that special circumstances may warrant waiver or modification of these procedures by the building principal on a case by case basis. Exceptions must be made in writing by the principal.

OVERSEAS FIELD TRIPS – ADDITIONAL PROCEDURES

17. An overseas field trip requires School Board approval in May of the school year preceding the trip.
18. There will be a minimum of three organizational meetings with chaperones, parents/guardian, and an administrator.

19. The head chaperone will have the right to deny the participation of any student whose behavior has suggested a potential problem, subject to the Principal's approval.
20. The head chaperone shall operate in loco parentis while supervising students overseas.

Field Trip Approval Criteria

- Principals should have the authority to make judgments about the educational virtues of field trips.
- Staff submits a proposal to the principal for all field trips. Curricula connections are outlined for each trip.

Points of Consideration:

1. Direct Instructional Value. Does the experience provide direct instruction related to curriculum goals better delivered off-site? (Tin Mountain. Seacoast Science, etc)
2. Does the experience provide unique opportunities which can enhance District goals? (Elementary Field Day. reinforces health wellness, and transitions)
3. Does the experience provide context, expansion of perspective, or reinforcement of instructional goals? (State House Concord, Strawberry Banke, DC etc.)
4. Does the experience provide motivation for class instructional goals? (Math statistical unit centered on scoring baseball culminates in attending and scoring a Sea Dog game)
5. Does the positive impact of experiential learning enable students to observe the relevancy of what they are learning in the classroom and apply it to their lives?