
Process for Planning a Regional Day Field Trip (CUR-P013)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure outlines the procedure for planning of a regional day field trip.

The online version of this work instruction is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Teacher/Advisor of a class or group

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor of Adult and Support Services

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 A Regional Day Field Trip – a trip to a local or regional destination that does not require an overnight stay.

5.0 PROCEDURE:

- 5.1 Teacher/Advisor shall notify the building principal of the intended field trip and shall submit to the principal a Field Trip Form (CUR-F047) within the first three (3) weeks of the semester in which the planned event will occur. The principal can determine if planning for the field trip can continue based on whether the field trip is directly related to school curriculum. The principal can also review school calendar issues and risks associated with the trip.
- 5.2 If the principal gives preliminary approval for the trip, the teacher/advisor shall obtain all necessary information on the proposed trip such as number of students participating, estimated costs, the purpose of the trip, date of the trip and its relation to the Milford curriculum.
- 5.3 After approval is granted by the principal or his/her designee, teachers can then involve the students. At this time, Parent Permission Forms (CUR-F049) can be distributed. It is recommended that forms be received back 21 school days prior to the day of the trip. Teachers will take a set of these forms with them on the trip and will leave a set with the school in case of an emergency.
- 5.4 Teacher makes all travel arrangements. A licensed public carrier is used to transport students in order to ensure adequate safety and ample insurance coverage.
- 5.5 Teacher assures that no student is denied participation in any trip due to lack of money or handicap as mandated by Section 504 of the Rehabilitation Act of 1973.
- 5.6 Teacher arranges for all chaperones. The ratio recommended is 1 (one) adult for every 5-10 students on the elementary level and 1 (one) adult for every 10-15 students on the high school level.
- 5.7 With regards to school personnel, only teachers and students involved with the particular group or class can participate in the proposed field trip. The Board will not hire a substitute for a teacher in order for that teacher to go on a field trip if their students are not going on the trip, unless special approval is granted by Central Office.
- 5.8 Teacher distributes to students the Food Service Bag Lunch Request form (FSD-F010) and returns any completed request forms to Food Services at least ten (10) school days before the trip.

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- 5.9 Teacher must notify the Food Service Department at least ten (10) school days before the trip if the trip will cause students to miss lunch at school.
- 5.10 Teacher submits a list of students going on the proposed trip to the school nurse at least twenty (20) school days before the trip so she can document students with medical issues. Only the names of students going on the trip should be sent to the school nurse. The nurse must sign off on the medical portion of the Field Trip Form (CUR-F047). No other students can be added after the nurse signs off on the form. At this point the school nurse will also prepare a Medical Information Form (CUR-F046) regarding which students will require administration of medication while on the trip.
- 5.11 Teacher submits the completed forms to the building principal or assistant principal for approval.
- 5.12 Principal or assistant principal submits all Field Trip Documentation to the Supervisor of Adult and Support Services at least three (3) weeks prior to the planned trip for final approval.
 - 5.12.1 After the proposed trip is approved, the trip is then logged on a computer spread sheet at central office and also in the particular school's field trip folder. It is important to note who is responsible for payment of transportation in that folder.
 - 5.12.2 If the Board is responsible for transportation, it is so noted so it can be double checked when the bill comes from the bus company. If transportation is being paid for by the students, transportation money is handled by the trip coordinator.
- 5.13 A signed copy of the Field Trip Form is then sent back to the school.
- 5.14 A signed copy of the Field Trip Form is sent to the bus company.
- 5.15 A signed copy of the Field Trip Form is kept in the school's field trip folder.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Field Trip form (CUR-F047)
- 6.2 Medical Information form (CUR-F046)
- 6.3 Food Service Bag Lunch Request form (FSD-F010)
- 6.4 Parental Permission Form (CUR-F049)

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Protection</u>	<u>Disposition</u>
Field Trip form – CUR-F047	Central Office & School	1 year	Locked Office	Shred
Medical Information form – CUR-F046	Central Office & School	1 year	Locked Office	Shred
Parental Permission form – CUR-F049	School	1 year	Locked Office	Shred
	School	1 year	Locked Office	Shred

8.0 REVISION HISTORY:

<u>Date</u>	<u>Rev.</u>	<u>Description of Revision</u>
07/15/2008	A	Initial Release

*****End of Procedure*****