
Process for Planning an Overnight Field Trip (CUR-P014)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure outlines the procedure for planning an overnight 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 Overnight Field Trip – any trip in or out of Connecticut that requires students to sleep at the destination one or more nights.

5.0 PROCEDURE:

- 5.1 To obtain “Pre-Approval” for a trip the Teacher/Advisor shall notify the building principal of the intended field trip and shall submit to the principal a completed Field Trip Form (CUR-F047) within the first three weeks of the semester in which the trip will occur. All trips must relate to Milford’s curriculum or be educationally or culturally valuable. If the principal approves the trip conceptionally, preliminary approval to begin planning will be given.

5.1.1 Teachers can not involve students in the planning stages of the trip until board approval is granted.

5.1.2 Teachers should not make final commitments for chaperones until board approval is granted; however, as the board will want to be assured that the required number of chaperones will be available, recruitment of chaperones would be a part of the initial planning process. If the trip comprises students of mixed genders, every effort must be made to ensure that chaperones are also mixed gender.

- 5.2 Teacher/Advisor shall obtain all necessary preliminary information on the proposed trip such as estimated number of students and chaperones participating, estimated costs, the purpose of the trip, date of the trip and its relation to the Milford curriculum and estimated travel arrangements.

- 5.3 After completing form CUR-F047 teachers/advisors must have the building administrator, or their designee, approve the proposal. The proposal is then sent to Central Office where the Supervisor of Adult and Support Services will review the proposal and sign it. The proposal is then submitted to the Board of Education in time for the first October meeting for all first semester trips, or by the first February meeting for all second semester trips. The board will take action on the proposal at those meetings. If the proposal is approved, the following arrangements can be made.

- 5.4 After obtaining board approval the 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/advisor 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.

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- 5.6 Teacher will confirm lodging arrangements.
- 5.7 Teacher makes sure the sponsor of the proposed trip shows evidence that they have adequate insurance coverage for each participant. The insurance shall include accident, sickness, personal property coverage, and coverage against injuries or damages to all persons or property. Hazardous activities (skiing, mountain climbing, etc.) require special insurance arrangements.
- 5.8 Teacher/advisor confirms chaperones that previously committed. The ratio recommended is 1 (one) adult for every 5-10 students. The ratio must reflect the risks of the location of the field trip and the travel method. Train trips would require a lower ratio than chartered buses. The higher the risk, the lower the ratio.
- 5.9 Only teachers and students involved with the particular group or class can participate in the proposed field trip if it includes school time. 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, unless special approval is granted by Central Office.
- 5.10 At this time teacher/advisor can then involve the students and parents. Parent permission forms (CUR-F049) can be distributed and must be received back as required by the teacher. It is recommended that forms be received back 21 school days prior to the day of the trip. Teacher/advisor 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.
- 5.11 A timeline will be followed prior to the overnight field trip:
 - 5.11.1 At least two (2) months prior to the date of the trip the principal or assistant principal immediately submits all field trip documentation and a proposed itinerary to the Supervisor of Adult and Support Services.
 - 5.11.2 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. Ten (10) days before the trip the teacher/advisor must notify the Food Service Department if the trip will cause students to miss lunch at school.
 - 5.11.3 Ten (10) days before the trip's departure date, the teacher/advisor is to submit the completed forms to the building principal or assistant principal for final approval.
 - 5.11.4 Forty-eight hours prior to the departure date, teachers should call local police or state police departments in the area to where they will be traveling and check the safety status of the area. Notes on the conversation are to be documented and submitted to the principal.
- 5.12 A signed copy of all the field trip information and correspondence will be kept in the office of the Supervisor of Adult and Support Services as well as in the principal's office.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Field Trip Form (CUR-F047)
- 6.2 Medical Information Form (CUR-F046)
- 6.3 Parental Permission Forms (CUR-F049)
- 6.4 Verification of adequate insurance coverage for each participant

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Protection</u>	<u>Disposition</u>
Field Trip Form	Central Office & School	1 year	Locked Office	Shred
Medical Information Form	Central Office & School	1 year	Locked Office	Shred
Parental Permission Forms	Central Office & School	1 year	Locked Office	Shred
Insurance Verification	Central Office & 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