

**POLICY
ON
DAY & EXTENDED FIELD TRIPS**

FIELD TRIPS DEFINITION

A field trip is defined as any activity that takes a student or group of students off campus for a specific instructional purpose at any time during the calendar year. Field trips and athletic contests involving Souhegan teachers and students are expected to comply with this policy. Teachers planning activities within the school which remove students from other teachers' classes for extended periods of time, while not to be treated as a field trip defined herein, are expected to adhere to guidelines regarding parental notification and in-school notification.

A field trip must be led by a Souhegan faculty member. Interns cannot be field trip leaders but may assist the field trip leader. When planning a field trip, teachers are to identify: (1) the value and relationship of the activity to a particular class and the curriculum; (2) the mode and distance of travel; (3) whether the students are required to attend; and (4) the cost to the school and the student.

Once having decided to plan a field trip, a teacher must formally request permission to undertake the trip by filling out the required forms. These forms are described below and are available in the principal's office.

A. DAY FIELD TRIPS

Teachers are required to complete the following steps in planning, obtaining approval for, and conducting a day field trip:

1. Complete *Field Trip/Bus Request (Form 1)* and submit to principal for approval.

- a. Specify the purpose of the trip, travel arrangements, and the number of chaperones. There must be at least one chaperone for every 12 students unless a special exception is granted in writing by the principal. Chaperones must be at least 21 years of age.
- b. If you anticipate the need for school district operating funds as one source of funds for your field trip, your proposal should be developed either in the prior school year or early enough in the current school year to obtain funding support by the principal. Minimal school district funds are available for unbudgeted field trips. Most often, field trips are funded through the collection of money from students. Keep a careful record of all money collected on the **Field Trip Revenue and Expense Record (Form 6)**. This money is to be brought to the administrative assistant in the main office at the end of each day. The teacher is responsible for collecting sufficient money to cover the cost of the field trip.

- c. Buses are requested by calling the Transportation Coordinator at the Superintendent's office (673-2690). You will be advised on the number of buses needed to accommodate the number of students and chaperones, and the cost.
- d. If you have a small group and plan to drive the Souhegan van, you must have a driver's licence and approval by the Superintendent's Office as an eligible driver. Having met these requirements, you can arrange to use the van by signing up in high school maintenance area. The maintenance supervisor will post a list of eligible drivers in the maintenance area.
- e. Walking trips are permitted provided a **Field Trip/Bus Request (Form 1)** and **Parental Permission and Releases (Form 2)** have been completed.

2. Obtain the principal's approval for the field trip before proceeding to Step 3.

3. Ask parents to complete and sign the Parent Permission and Release (Form 2) and the Student Health Information Sheet (Form 3)

To attend a field trip a student must submit a **Parent Permission and Release Form** and a **Student Health Information Sheet**, each signed by the parent or guardian. A student 18 years or older can sign his or her own permission slip and health information sheet. These forms, along with the **Field Trip Attendance Roster (Form 4)** must be in the possession of the teacher or trip leader during the field trip.

4. Submit the following forms to the following school personnel:

| Form # | Description | Deliver to Student Services | Deliver to School Nurse | Send to Food Services | Post in Mail Room |
|---------------|-------------------------------------|------------------------------------|--------------------------------|------------------------------|--------------------------|
| #1 | Approved Field Trip Request | X | X | | |
| #2 | Parent Permission and Release Forms | X | | | |
| #3 | Student Health Information Sheets | | X | | |
| #4 | Field Trip Attendance Roster | X | X | X | X |

Forms 1 through 4 must be delivered by the teacher as shown above at least 5 school days prior to field trip departure; 10 days before departure for groups of 50 students or more.

The nurse will review **Student Health Information Sheets (Form 3)** and follow up on all noted allergies, medications and medical concerns when indicated. Parents and/or prescribing physicians will be contacted to obtain necessary information and clarify medical/medication schedules and regimes.

The nurse will meet with the teacher to review this information and to provide the same in written form to accompany the teacher on the trip. All medication must be packaged and clearly labeled for accurate and efficient administration by teachers.

The nurse will maintain copies of all health records in accordance with N.H.D.O.E. Health Services Guidelines.

All students with a signed permission slip must attend a field trip when their class is scheduled to participate, except in the case of emergency. Students in financial need may seek assistance. The availability of financial support should be clearly stated by the teacher to the students. If necessary, the teacher should speak directly to the principal.

Teachers are to clearly inform students participating in the field trip that they are responsible for informing their individual teachers about the field trip and arranging make-up work.

Attendance is to be taken immediately prior to field trip departure and the attendance list brought to the Student Services office. Attendance is also to be taken immediately before the field trip returns to the high school.

Students are not to be given unchaperoned "free time" while on a field trip.

Students returning to school prior to the end of the school day must report to their classes.

5. Arrange Teacher Substitute Coverage

It is the teacher's responsibility to arrange for substitute coverage, if needed, and to advise the main office of arrangements.

6. Obtain Verification of Licence, Insurance, and Safety Inspection of Private Vehicles, if applicable (see Form 5).

If students go on a trip in a private vehicle, each vehicle must be driven by an adult at least 21 years of age. Any individual transporting others by private vehicle must complete a **Verification of Insurance and Driver Standards (Form 5)** which includes verification of minimum auto insurance coverage of \$100,000/\$300,000 liability and \$5000 medical payments. School insurance is supplemental to an individual's own insurance on a school-sponsored field trip.

7. Submit itemized Field Trip Revenues and Expense Record (Form 6), including receipts, to the principal within five (5) school days following completion of the trip.

B. EXTENDED FIELD TRIPS

An extended field trip, by definition, includes one or more nights of lodging. All forms required for a day field trip are required for an extended trip. In addition, an extended field trip requires the completion of an **Application for Extended Field Trip (Form 7)**.

Faculty members may not use their position or the name of the school to promote any non-school sponsored field trip without the written consent of the principal. This applies throughout the year including trips during school vacations and the summer.

The **Application for Extended Field Trip (Form 7)** answers the following:

1. Sponsor: The name of the outside company or agency, including the Souhegan faculty member, that is organizing, running and providing services for the trip.
2. Cost/Payment Schedule: Funds to cover the total cost of the trip must be provided by students or through fund raising efforts. In some cases minimal district support may be available. Check first with the principal. The sponsoring teacher in undertaking such a trip must insure that sufficient financial commitment is obtained. (See #18, Payment Schedule Guidelines). A complete and detailed record of all income and expenses, including receipts, is required to be maintained by the sponsor and submitted to the Principal within 15 school days after the trip ends. The School District assumes no financial liability, except to deposit funds which have been collected and brought by the teacher to the administrative assistant for deposit on account.

Payment schedule:

- a. Students and their parent/guardian are to be provided a copy of the planned budget for the trip, including projected expenses and offsetting income.
 - b. A deposit of 20% of the total cost of the trip will be collected well in advance of the trip departure date as agreed by the trip leader and the principal.
 - c. Additional payments will be on a schedule that calls for 40% of the cost payment be paid 60 days before departure, with the final 40% paid 30 days before departure. If payment for airplane transportation or other non-reimbursable costs is required before the above schedule allows, then the payment scheduled will be modified accordingly and the reason clearly stated to students and parents.
3. Refund/Cancellation Policies. Emergency cancellation verified as due to bona fide family emergency, sudden illness, or injury will only result in the reimbursement of monies not already expended or obligated and, therefore, not refundable. Parents should be encouraged to purchase their own trip insurance.
 4. Destination/Itinerary: A detailed itinerary with sufficient information to reach the sponsor, chaperones, and students daily must be provided.

5. Inclusive dates of activity must be clearly stated.
6. Supervision: A supervision ratio of at least one chaperone for every 12 students will be strictly enforced. Chaperones must be paid employees of the Souhegan School District unless an exception is granted, in writing, by the Principal.
7. Instructional objectives must be clearly stated on the **Extended Field Trip Application (Form 7)**. Plans for informing parents and students about the trip must be stated clearly and appropriate opportunities provided. In addition, an **Application for Use of School Facilities (Form 8)** must be completed and approved when parent/student information sessions occur at SHS in the evening.
8. Transportation Provider: Note all modes of transportation to be used and providers
9. Parental Permission & Release (Form 2)
10. Health Information/Health Insurance/Accident Insurances and approvals must be carefully checked by the sponsoring teacher in conjunction with the school nurse. If a participant is injured during the trip, or a situation arises that requires serious medical attention, he/she will be evacuated from the trip in the most expeditious manner. Costs due to evacuation are the sole responsibility of the participant and/or the parent/guardian. Each participant is required to have his or her own personal or family medical insurance.
11. District/Employee Liability: The Souhegan Cooperative School District maintains insurance coverage necessary to meet both statutory and prudent risk management limits to protect the employee and the District. However, an employee driving a private vehicle should be aware that his/her own automobile insurance policy is primary.
12. Student Conduct and Early Return. The following expectation is to be made clear to students: "Any student who purposely, recklessly, or carelessly endangers himself or herself, or any other person, or whose behavior is found in any significant way to be inappropriate will be removed at the leader's discretion, and any resulting additional cost will be borne by the student or the parent/guardian. Endangerment includes, but is not limited to physical assault and possession of, distribution, or use of any restricted or illegal substance(s), including any tobacco, drugs or alcohol."
13. Employee Remuneration - If staff compensation is anticipated for chaperoning the trip, then this information must be provided to the principal so that appropriate and equitable arrangements may be made prior to the trip.
14. Trips lasting more than two days in duration are encouraged to take place during school vacations and summer; however, the school recognizes that within the constraint of travel arrangements there may be an occasion when travel will be necessary on additional school days. Such cases will be approved or disapproved by the Principal on a case-by-case basis.

15. Students are responsible for making up work missed because of the trip. The time period for make-up work to be completed will be determined by the individual teacher.
16. The trip must be led by an experienced group leader. A teacher must have accompanied a group as a non group-leader chaperone at least once in order to qualify as a group leader. Interns are not allowed to serve as group leaders.

ADOPTED: October 9, 1997
SOUHEGAN

**SOUHEGAN HIGH SCHOOL
FIELD TRIP/BUS REQUEST**

To the Faculty: All field trips are to be planned well in advance of the trip departure date. If a bus is necessary, you are responsible for determining the cost and availability by calling the SAU Office (673-2690). Do not actually book a bus until after the field trip is approved. In addition, you are responsible for notifying Student Services and teachers of the students who will be on the trip.

School: _____ Today's Date: _____

Depart Date: _____ Depart Time: _____

Return Date: _____ Return Time: _____

Rain Date: _____ Trip Coordinator: _____

of Students: _____

Destination: *Place:* _____

State: _____

Town: _____

Phone: _____

Class/Group Participating: _____

Purpose of Trip: _____

How will you travel? _____ # of buses needed: _____

Who is chaperoning? _____

Budget Information: Per student cost: _____ Total cost _____

Was trip budgeted? _____

If not, how is it to be funded? _____

Any payment or service to be received by the faculty member
or family in connection with this trip? _____

If not Souhegan High School, give the name and address of the organization sponsoring this trip:

(Enclose descriptive literature about the organization and the planned trip.)

Approved

Signature: _____ / _____ Disapproved _____ / _____

Trip Coordinator Date

Principal Date

For SAU Office Use Only:

Date Processed: _____ By: _____

Company: _____

Date Confirmed: _____ By: _____ With: _____

Comments: _____

SOUHEGAN HIGH SCHOOL
P.O. Box 1152
412 Boston Post Road
Amherst, NH 03031
(603) 673-9940

PARENT PERMISSION & RELEASE FORM

I, _____, am the parent or guardian of
_____, a minor, who desires to participate in the
following
school activity: _____

I acknowledge that I have been informed of the activity and the provisions for my child's involvement, and I consent to my child's participation in the above described school activity.

In consideration of the permission granted to my child to participate in the above described activity by Souhegan High School, I release and hold harmless Souhegan High School, its agents, employees, and officers, from any and all actions or causes of action of any nature for personal injury or property damage of any kind arising in any way from my child's participation in the above described activity. I further acknowledge that this release is binding upon my heirs, successors or assigns, that I have read the foregoing and understand its significance, and that I have executed this document voluntarily.

In witness whereof, I have signed this document on the _____ day of _____, 19____.

Parent or Guardian

Student (if 18 years or older)

Address

Telephone Number

I acknowledge that I have been informed of all expectations of me as included in the SHS Field Trip Policy and agree to abide by these expectations.

Student Signature

Instructions:

1. Please read the entire form. If there is anything about this form or the described activity that you do not understand, do not sign the form until you are satisfied that you have obtained a complete explanation.
2. Fill in all the blanks.
3. If you have more than one child participating, complete one parent permission form per child.

**SOUHEGAN HIGH SCHOOL
STUDENT HEALTH INFORMATION SHEET**

Instructions: This form will be provided to the doctor or medical personnel to which your child is taken in the event of a medical emergency while on a school-sponsored or school-endorsed field trip. Please complete ALL sections as accurately as possible.

Student's Name: _____

Home Address: _____

Telephone Number: _____ Date of Birth: _____

Emergency Contacts:

Mother: _____ Telephone: _____

Father: _____ Telephone: _____

Other Contact: _____ Telephone: _____

Family Doctor: _____ Telephone: _____

General Information:

1. Food or drug allergies: _____

2. Other allergies: _____

3. Date of last tetanus shot: _____

4. Present medications: _____

5. Chronic medical problems: _____

6. Other items of concern: _____

Parental Authorization

In case of medical emergency, in the event I cannot be reached, I authorize Souhegan High School, its agents, employees and other officers to procure and consent to any medical examination, diagnostic process or course of treatment, including hospital care, to be rendered to my child by or under the supervision of any duly licensed doctor, dentist, surgeon, or other health care professional.

Date

Parent or Guardian

Health Insurance Company

Policy

**SOUHEGAN HIGH SCHOOL
FIELD TRIP ATTENDANCE ROSTER**

Trip Leader: _____

Bus #: _____

Class: _____

Bus Company: _____

Destination: _____

Departure Date: _____

Return Date: _____

List all chaperones and students participating in this field trip.
Use as many roster sheets as necessary.

| | | |
|--------------------|-----------|-----------|
| CHAPERONES: | 13 | 33 |
| 1 | 14 | 34 |
| 2 | 15 | 35 |
| 3 | 16 | 36 |
| 4 | 17 | 37 |
| 5 | 18 | 38 |
| 6 | 19 | 39 |
| STUDENTS: | 20 | 40 |
| 1 | 21 | 41 |
| 2 | 22 | 42 |
| 3 | 23 | 43 |
| 4 | 24 | 44 |
| 5 | 25 | 45 |
| 6 | 26 | 46 |
| 7 | 27 | 47 |
| 8 | 28 | 48 |
| 9 | 29 | 49 |
| 10 | 30 | 50 |
| 11 | 31 | 51 |
| 12 | 32 | 52 |

SOUHEGAN HIGH SCHOOL

**TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES:
VERIFICATION OF LICENSE, INSURANCE, AND
SAFETY INSPECTION OF PRIVATE VEHICLES**

Any person transporting students must show evidence of insurance coverage. This coverage shall include minimum limited liability limits of \$100,000/\$300,000 property and \$5,000 medical payments. The school district provides statutory coverage, but the vehicle owner's insurance coverage is primary. Any person transporting students must hold a valid New Hampshire operator's license and the transport vehicle must meet state inspection standards. A student who is to be transported by private car must provide a permission slip signed by the parent or guardian.

I, the undersigned, will transport students from _____
to _____ and back on _____.
I have a minimum of \$100,000/\$300,000/\$50,000 property liability and \$5,000 medical payments in automobile insurance on the vehicle used to transport students. I currently hold a valid New Hampshire operator's license and I am twenty-one (21) years of age or older. I further attest that the vehicle to be used to transport students meets state inspection standards and is equipped with sufficient seat belts for the driver and each passenger.

Signature

Date

Principal's Approval

Date

SOUHEGAN HIGH SCHOOL
FIELD TRIP REVENUE & EXPENSE RECORD
(Use additional sheets if necessary)

Name of faculty member completing this form: _____

Date financial information submitted to the principal:

| Field Trip Revenue Sources | Amount |
|----------------------------|--------------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| | Total: _____ |

| Field Trip Expenses (Attach Receipts) | Amount |
|---------------------------------------|--------------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |
| 7. | _____ |
| 8. | _____ |
| 9. | _____ |
| 10. | _____ |
| 11. | _____ |
| 12. | _____ |
| 13. | _____ |
| | Total: _____ |

**SOUHEGAN HIGH SCHOOL
APPLICATION FOR EXTENDED FIELD TRIP**

Please complete the following:

1. Name, address, and telephone number of agency organizing, running and providing services for the planned activity.
2. Describe cost and payment schedule.
3. State cancellation and refund policy and procedure.
4. Provide a detailed itinerary, including information on how to reach students and chaperones on a daily basis
5. State the inclusive dates of your extended field trip.
6. Provide the names of the chaperones. Keep in mind at least a 1:12 chaperone-to-student ratio will be strictly adhered to.
7. Clearly state the educational objectives and your plans for orienting parents and students about the trip. (Reminder: **An Application for Use of School Facilities** - Form 8 must be completed if you plan to use the high school for any meetings after school hours.)

(continued on reverse)

IICA
Form 7

8. Specify transportation vendor and plans (bus, van, airline, etc.)
9. Verify that parental permission will be required (Form 2).
10. Describe the health/accident insurance and method for acquiring health information on your students. Check with the school nurse for any detailed health information.
11. Indicate any employee liability (has **Verification of Insurance**, Form 5, been completed?).
12. Describe student behavior expectations and your early return policy.
13. List any remuneration (services or payment) that you or any member of your family will receive in connection with this trip.
14. Describe your plans to inform students of their responsibilities for make-up work.
15. List your experience as trip coordinator, chaperone, etc.
16. Describe plans to inform parents/guardians of their responsibilities to assume cost arising from need to evacuate participant for medical reasons.