

BOURNE PUBLIC SCHOOLS

OUT OF STATE/EXTENDED OVERNIGHT FIELD TRIP APPROVAL REQUEST

Instructions for Requesting Field Trips

1. Such trips must be consistent with the school system's philosophy on field trips and excursions.
2. Requests for trips extending overnight must receive School Committee approval (extended trips). Extended trip proposals must comply with the following:
 - a. Be submitted for initial approval (in accordance with item #3 below) to the Superintendent with prior principal approval not later than May 1 of the school year preceding the year in which the trip is to take place. The Superintendent may for good cause waive the required date.
 - b. Be submitted for final approval (in accordance with item #4 below) at least 30 days prior to the trip.
 - c. Provide the opportunity for cancellation insurance in the event that later events preclude a student from making a trip to which the student has financially subscribed.
 - d. Whenever possible, not commence until the end of the regularly scheduled school day prior to the trip.
 - e. Receive principal approval of plans for proper supervision.
 - f. Not involve students and parents in any preparation, fund raising, or activity relative to the trip until the School Committee has given initial approval for the trip.
3. Initial approval requests must include:
 - a. A statement of the educational objectives of the trip.
 - b. A proposed budget including cost to students and sources of finances.
 - c. An estimate of the number of students participating.
 - d. A general plan or schedule for the trip.
4. Final approval requests must include: (at least 30 days prior to the trip)
 - a. A detailed itinerary of the trip including educational activities, accommodations, and travel arrangements.
 - b. Planned adult supervision.
 - c. A detailed budget including receipts and disbursements anticipated.
 - d. Assurance that all of the above details have been provided to the parents and students and that written approval for the trip has been gained from each parent involved.

Duties of Field Trip Supervisor

1. Obtain documented permission of parents/guardians.
2. Arrange proper supervision and adult/student ratio, ideally 10-12 students per adult chaperone.
3. Prepare two lists of name, address, and phone numbers of students on the trip. One stays with building administration, other goes on the trip.
4. Make arrangements for any special assistance that is required.
5. Supply four large trash bags to be placed evenly on each bus if food must be consumed there. There is no food consumption while bus is moving.
6. Ensure adults are strategically seated on each bus – front, middle, and back.
7. Submit follow-up activities/student reflections to Assistant Superintendent within 7 days following the trip.
8. Coordinate with school food service.
9. Coordinate with school nurse at least one week prior to departure.
10. Teachers must notify parent/guardian of any injury or incident that occurs on the trip.

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School and Group: _____

Field trip to: _____

Address: _____ Phone: _____

Departure Date: _____ School Departure Time: _____

Return Date: _____ School Arrival Time: _____

Number of Students: _____ Number of Adults: _____

Statement of Educational Objective:

Detailed Itinerary of Trip (include educational activities, accommodations, and travel arrangements):

Planned Adult Supervision:

Detailed Budget (include receipts and disbursements anticipated):

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Funding Source: PTA (Pending) LEA Specified Other: _____

Estimated cost to students: _____

Assurance that all of the above details have been provided to the parents and students and that written approval for the trip has been gained for each parent involved:

Trip requested by: _____ Today's Date: _____

Signatures Required

Principal: Approved Not approved _____

Superintendent: Approved Not approved _____

School Committee: Approved Not approved _____