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To develop students who are competent and creative thinkers,
curious and confident learners, and compassionate citizens.

CANTON PUBLIC SCHOOLS

Student Field Trip and Travel Protocols

All travel, which includes field trips, excursions and travel within the town of Canton, within the United States and outside of the United States, in which a student or students of the Canton Public Schools are accompanied by an employee of the Canton Public Schools shall be approved by a principal, and/or the Superintendent, and/or the School Committee, as specified in the following policy.

Pupils taken on excursions or field trips within the vicinity of Canton in the interests of class activities must have the approval of the principal in advance and the *consent* of the parent or guardian is necessary prior to the excursion. The principal shall also satisfy himself as to *liability for insurance* in the event any other carrier except school buses is used.

All students are eligible to participate in school sponsored trips consistent with his/her right to a free and appropriate education (FAPE) under the Americans with Disabilities Act, and/or the Individuals with Disabilities in Education (IDEA), and Section 504.

No student is denied the right to a field trip due to a disability. Health related concerns may require special provisions including, but not limited to:

- * Special transportation
- * Dietary pre-planning due to life threatening allergies or special nutritional needs
- * Training for Epi-pen delegation
- * Medical Assessment
- * Provisions for medication administration by the student's parent or school nurse

Definition of Field Trips:

A Field Trip is defined as an educational experience that takes place off of school grounds. Field Trips will not be scheduled during the first two weeks in September or the days in June that Kindergarten Screening is taking place.

Purpose of Field Trips:

- Field trips are to be an integral part of the learning experiences presented to students in the Canton Public School system. Field Trips provide opportunities for learning which are not possible in the classroom.

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- The purpose of the trip must be clearly established and understood by both the students and those persons who will act as group leaders for the trip.

Planning a Field Trip:

1. Field Trips will be scheduled as no more than one per day district-wide. Principals and/or their designee will access a centralized Field Trip Calendar to monitor the scheduling throughout the district.
2. The revised protocols for the annual frequency of field trips for 2014 – 2015 is that each grade will be permitted to have one Field Trip in Canton, one Field Trip out of Canton, and any in support of other CPS school programs.
3. Field Trips will not be scheduled during the first two weeks in September or the days in June that Kindergarten Screening is taking place.
4. The Field Trips which are part of Special Education Programs are not limited in frequency because the impact such trips correlate with achieving skills for community independence.
5. The teacher must complete the ADMINISTRATIVE FIELD TRIP REQUEST FORM and obtain initial administrative approval to plan the field trip a minimum of THREE weeks prior to the anticipated trip. It is the responsibility of the building principal to sanction the planning of the field trip.
6. The teacher will meet with the school nurse a minimum of TWO weeks prior to the anticipated trip to inform her of the date and arrangements of the trip, and particularly the list of students that are likely to attend the trip. Collaboration between the teaching staff and school nurse is essential when the trip is being planned. The school nurse will determine the health and safety issues could arise during the field trip by consulting with school staff about the specifics of the trip, time away from school, type of activity, food requirement, medical needs, etc.
7. The teacher will distribute and collect the PARENT/GUARDIAN FIELD TRIP PERMISSION FORM from the parent/guardians of students that will be attending the field trip.
8. The teacher will confirm arrangements in detail with the host organization including the availability of emergency care (phone, first aid station and/or medical facility).
9. The teacher will secure transportation quotations if needed.
10. The teacher will inform the cafeteria of the number of missed school lunches as a result of the field trip.
11. The school nurse will inform the teacher of special provisions that may need to be made for students with medical or dietary needs. These special provisions may include, but are not limited to:
 - a. Medication administration
 - b. The need for medication administration delegation consistent with Canton Public Schools Health Services Medication Policy.
 - c. Assessment and monitoring of students with health issues

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- d. Providing health procedures as ordered by a student's physician
 - e. Providing first aid and other health related services as needed
 - f. Dietary pre-planning due to life threatening allergies or special nutritional needs
 - g. The need for special transportation
12. The following are the options in regard to nursing coverage for a field trip:
 - a. Not needed at all
 - b. The parent(s) of the student requiring the nurse could chaperone the trip and provide care to their own child only. This negates the need for a nurse for that child on the trip.
 - c. Coverage may be coordinated by the Nurse Leader utilizing staff or per diem nurses employed by CPS.
 - d. An agency nurse may be hired at a rate of \$55/hour.
 - e. Cancellation of the field trip may be a final option if medical coverage is not available.
 13. Parents of medically compromised students will be asked to chaperone first. If the parent is unable to accompany the student on the field trip, they may designate an adult family member in their absence.
 14. If the parent or designee for a medically compromised student is not able to go on the field trip, the school nurse or a per diem nurse will accompany students who require nursing assessment in their care (glucose monitoring/insulin administration, glucagon administration, severe asthma management, seizure management, etc).
 15. If indicated, the school nurse will inform the Nurse Leader of the need for a registered nurse to attend the trip as soon as possible after notification from the teacher.
 16. The per diem school nurse will confer with the school nurse prior to the field trip concerning:
 - a. Medically compromised students
 - b. Medications and special procedures
 - c. Individual Health Care Plans
 - d. Emergency Health Care Plans
 - e. Asthma Action Plans
 14. The teacher will provide administration with the finalized list of attendees at least ONE WEEK prior to the trip so that administration can establish an academic plan for those students who are not attending.
 15. On the day of the school field trip, the school nurse will provide the per diem nurse with the medications, medical supplies and special equipment that will be needed on the trip.
 16. The school nurse may determine that an Epi-Pen for a student with life threatening allergies can be delegated to school personnel if they are willing. If the teacher has completed the required Epi-Pen training and has passed the competency test, the nurse can delegate to the teacher the responsibility of caring for a child who may require the Epi-Pen. The nurse will review the specific information of the student(s) and conduct a review of the administration of the Epi-Pen.

17. The teacher will contact chaperones and obtain CORI checks as needed.
18. There must be a sufficient number of chaperones on the trip. One adult for every ten students will be the minimum. The Superintendent must approve any deviation.
19. The teacher will update the school nurse when changes in a scheduled field trip date occurs, or if the list of attendees change in any way which could impact the scheduling of a per diem nurse.
20. The teacher is responsible for planning for appropriate follow-up activities which include a review of the learning experiences with students, evaluation of the learning experiences, thank you notes to chaperones and host agencies, etc.
21. The Teacher will submit the OVERNIGHT AND OUT OF STATE REQUEST FORM to the Superintendent for approval of any overnight field trips a minimum of one month prior to the date of the field trip.
22. If school committee approval is necessary [trips of more than 150 miles from Canton, or out of the country] the request must be in the superintendent's office using the OVERNIGHT AND OUT OF STATE REQUEST FORM a minimum of thirty school days prior to the date of the field trip. Long distance trips (Mexico, Spain, Montreal, etc.) with major expenses must be planned six months to one year in advance for students to be able to participate monetarily and for the planning of meeting the health care needs of the attendees, which may include a nurse to accompany the trip.
23. The OVERNIGHT FIELD TRIP MEDICAL FORM FOR STUDENTS must be used for all students for overnight field trips. Consideration will be given to alternate forms if the location of the field trip utilizes their own permission form.
24. All work missed because of a field trip must be made up promptly according to the school's current make-up policy as stated in the student handbook.
25. For privileges to attend a field trip, refer to the Field Trip section in the school handbook. A teacher may have a student removed from the list of attendees if he/she is:
 - a. Is currently having academic issues in class
 - b. Has been absent more that a reasonable number of days
 - c. Has been a chronic discipline problem
 - d. Teacher's discretion
 - e. Is currently following a Behavior Contract

Discipline Relating Field Trip:

1. Standards of conduct must be established and understood prior to leaving the school.
2. If an incident occurs which warrants separation individuals from the group, they will be removed at the nearest suitable stop, accompanied by a chaperone the parent/guardian will be responsible for transportation home.

Restrictions:

1. Commercial vehicle licensed by the state must be used unless written approval has been obtained from the superintendent for other modes of transportation.
2. Personal transportation of students by staff is not an acceptable option for transportation
3. All modes of transportation must have a minimum insurance coverage.