

CANTON PUBLIC SCHOOLS

Student One-Day Field Trip Checklist

1. Complete the Administrative Field Trip Request Form at least three weeks prior to departure date:
 - Relevancy to teaching unit
 - Program specifics
 - Follow-up plans
 - Obtain initial principal approval
 - Notify school nurse of field trip date and provide list of anticipated student attendees (update as needed)

2. Obtain Program Approvals:
 - Medical conditions reviewed by nurse
 - School nurse to determine need for nursing services
 - Notify cafeteria
 - Signed permission forms on file
 - Obtain final principal approval

3. Distribute Parent/Guardian Field Trip Permission Form.

4. Secure transportation.
 - Connolly Bus
 - Canton Public Schools Bus
 - Student Services

5. Secure chaperones:
 - Ratio of one chaperone : 10 students
 - Verify CORI checks

6. Meet with school nurse 2-3 days prior to trip:
 - If no per diem nurse needs to attend, review Epi-Pen administration and/or other student needs.
 - Make day of departure plans for obtaining Epi-Pens and First Aid Bag.