

CANTON PUBLIC SCHOOLS

Student Overnight/Out of State Field Trip Checklist

1. Complete the Overnight and Travel Out of State Field Trips Superintendent/ School Committee Permission Form:

- Less than 150 miles from Canton – 30 school days in advance
- Greater than 150 miles from Canton – six months in advance
- Relevancy to teaching unit
- Program specifics
- Follow-up plans
- Obtain initial program approval from principal
- Obtain Superintendent/School Committee 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

3. Distribute Parent Overnight and Travel Out of State Field Trips Permission and Medical Form for Students.

4. Secure transportation.

- | | |
|---|--|
| <input type="checkbox"/> Connolly Bus | <input type="checkbox"/> Canton Public Schools Bus |
| <input type="checkbox"/> Student Services | <input type="checkbox"/> Other: _____ |

5. Secure chaperones:

- | | |
|---|---|
| <input type="checkbox"/> Ratio of one chaperone : 10 students | <input type="checkbox"/> Verify CORI checks |
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6. Meet with school nurse weekly prior to trip:

- If no per diem nurse to attend, review Epi-Pen administration and/or other student needs.
- Make day of departure plans for obtaining Epi-Pens and First Aid Bag.