

Checklist for Trips

The following items should be confirmed prior to the start of any field or other District-sponsored trip.

- _____ 1. Approved Field Trip Request (2340 F4)
- _____ 2. Properly certified driver/vehicle
- _____ 3. Parental Consent (2340 F2)
- _____ 4. Medical Emergency Release Forms – (5341 F1)
One for each student- in the possession of person in charge of groups
- _____ 5. List of students to whom medication will be administered and the approximate time that the medications are to be administered
- _____ 6. All of the required medications for those students on the list in #5 above
- _____ 7. First aid supplies
- _____ 8. Equipment and supplies
- _____ 9. Food and water (if applicable)
- _____ 10. Visiting agreements and permits (if applicable)
- _____ 11. Field Trip Evaluation – to be completed after the trip (2340 F7)
- _____ 12. Out-of-State/Overnight Field Trip Request
- _____ 13. Responsibilities of Trip Chaperones (2340 F8)
- _____ 14. Responsibility Contract for Overnight Trips – Students (2340 F6)

Trip Request Form

Advisor _____ Building/Class/or Group _____

Request Date _____ Trip Date _____ Number of Students _____

Destination _____

Purpose of Trip _____

Departure Time _____ Return _____

District Cost _____ How Funded _____

Student Cost _____ How Paid _____

Means of Transportation _____

Number of Staff _____ Number of Chaperones _____

Field Trip Approval

Trip Approved: Trip Disapproved: Principal: _____ Date: _____

Trip Approved: Trip Disapproved: Superintendent: _____ Date: _____

The staff member in charge will have a **Completed Emergency Medical Form** for each student on the trip. The staff member in charge will also have a list of those students for whom medication is to be administered while on the trip, and will make the necessary arrangement to take the necessary medications and administer same.

Signature

Parent Consent for Trip

I, _____ (parent's name), permit my child,
_____, to participate in the trip to
_____.

- I understand that this trip is part of the District's educational program and provides a learning experience of educational value to my child.
- I further understand that the staff member(s) who will accompany the students on this field trip, will exercise the necessary and appropriate duty of care for them pursuant to Board Policy 3213, including, but not limited to, administering medication, if required, or seeking emergency medical attention, if need be.

(Parent)

(Date)

(Student) Responsibility Contract for Overnight/Out-of-State Trips

It is a privilege for you to participate in the District-sponsored trip to _____.
Because this trip is part of the District's educational program, it is imperative that you adhere to the Code of Conduct for overnight/out-of-state trips as well as the applicable provisions of the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the District.

I agree to:

- A. refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel or self-medication and/or possession are properly authorized;
- B. sleep in my assigned room and not entertain members of the opposite sex in my room, unless my room door is fully opened, and an adult chaperone is notified;
- C. keep my assigned chaperone advised of my whereabouts at all times;
- D. attend all mandatory activities and meal functions;
- E. adhere to all established curfews;
- F. conduct myself in such a manner as to bring pride to myself, my family, my school, and my community;
- G. adhere to any established dress code;
- H. comply, throughout the trip, with any and all instructions directed to me and/or the group by a chaperone or staff member.

If a problem arises that is serious enough in nature to warrant the below-named student's removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general District policies.

Student

Date

Responsibilities of Trip Chaperones

The Canfield Local Schools appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with Board policy, we wish to inform you of the policies and procedures that will govern this trip and with which you are required to comply.

For the safety of our children, law requires ALL school personnel, including volunteers and/or chaperones who might be in a position on a regular basis to have unsupervised access to a child, to submit to fingerprinting and criminal background checks, by the Bureau of Criminal Identification and Investigation (BCI & I) as well as the Federal Bureau of Investigation (FBI), unless the person has undergone a records check less than five (5) years prior. The school office must have copies of both on file before you leave for your trip.

- A. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the Superintendent for verifying that the purpose of the trip is achieved.
- B. The trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any question you have concerning the purpose or the trip procedures.
- C. The students on the trip are governed by the District's Code of Conduct which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug and/or alcohol use, stealing, and the like. Your responsibility is not to invoke discipline on a student, except in cases of imminent threat to that student's or other people's safety or well-being, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible.
- D. We ask that you model the behaviors expected of students throughout the times on the trip when you are associated with the students. If you have free time away from the students, we continue to expect that your behavior will comport with the same expectations applicable to when you are associated with the students, including the prohibition against consuming any alcohol and/or tobacco products. Please keep the trip leader informed of your whereabouts so s/he can contact you in case of emergency.

Thank you again for your help, and we hope you enjoy this activity with our students as they participate in a meaningful educational experience.

Trip Leader

Principal

Recommended Agencies for Fingerprinting and Background checks:
Cost is approx. \$55 for both background checks.

Mahoning County C T C
7300 N. Palmyra Road
Canfield, OH 44406
330-729-4000

Mahoning County Educational Service Center
100 DeBartolo Place
Boardman, OH 44512
330-965-7828

Master Security Inc.
26 S. Market St.
Girard, OH 44420
330-545-4448

Name of Chaperone

Cell Phone #

Field Trip Evaluation

School _____ Teacher _____

Trip Date _____ Today's Date _____ Class _____

Type of Trip: Social Studies Science Math Language Arts Arts Other

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1. What was the purpose of the trip? _____

2. What was the behavior of students that confirmed the trip's purpose was successful?

3. What percentage of the students were able to demonstrate that behavior? _____

4. How well did the trip prepare the students to accomplish the learning objectives that were to follow this field trip?

1 2 3 4 5 6 7 8 9 10

Very well

Not Helpful

Explain _____

5. Should the trip site be selected again because it was appropriate for accomplishing the learning purpose?

Definitely

If a better site isn't available

No

6. What changes need to be made in the plans to better accomplish the learning purpose for this type of trip?

7. In terms of what the students learned, how worthwhile was this trip in terms of the time and costs involved?

1 2 3 4 5 6 7 8 9 10

Excellent

Worthless

Out-of-State/Overnight Field Trip Request

The Board of Education meets on the Third Wednesday of each month. Requests must first be submitted to the Administrator/Athletic Director, then must be submitted to the Superintendent at least one full week prior to the Board Meeting. Thank you for your timely cooperation.

Today's Date: _____

Out-of-State

Overnight

Team/Group/Persons _____

Purpose of Trip _____

Date/Time Leaving _____

Date/Time Returning _____

Destination _____

Miles to Destination _____

Staff Member(s) in Charge _____

Number where staff member can be reached _____

Chaperones _____

Means of Transportation _____

Number of Students involved _____

Cost of the Trip _____

Cost for Each Student _____

How will the difference between total cost and the per pupil charge be paid?

Building Principal's Signature _____