



Haverhill Public Schools

REQUEST FOR FIELD TRIP APPROVAL Rev 02/24

Please note the Curriculum Office must receive all forms a minimum of 14 days prior to the field trip.

- 1. Please complete this entire form and submit it to your Building Principal for approval.
2. When you have received the required signatures, please forward them to the Curriculum Office for review and final approval.
3. In addition, if the field trip involves an overnight stay, is beyond a 120-mile radius of Haverhill, or requires unconventional travel such as by air or on water, the approval of the Haverhill School Committee will be required. Please allow up to 60 days for processing.
4. Permission Slips may not go out to students until the request has been approved.
5. Notify your cafeteria staff once the date has been approved.

Form with handwritten entries: Today's Date: 4/5/24, Staff Member Name: Zachary Colten, School: Haverhill High School, Grade: Course or Class of Students Attending: Creative Mythology, Date of Field Trip: From 4/17/26 To 4/27/26, Time: From 7:00 AM To 11:00 PM (Approximate), Number of Students: TBD, Number of School Staff: TBD, Number of Parent/Guardian Chaperones: TBD. Includes bullet points about CORI and fingerprints.

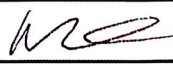

Method of Travel (Please circle): WALKING (BUS) TRAIN (AIRPLANE)

If you take a bus you MUST call the SUPERVISOR OF TRANSPORTATION to set up buses at 978-420-1921. Please do NOT call NRT directly. I have contacted and secured bussing: Yes No [checked]

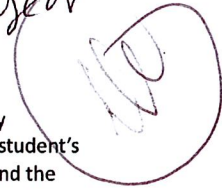
Table with 4 columns: Destination, Address, Telephone Number, Site Location. Handwritten entries: 1. Athens, 2. Argolida, 3. Olympia; 1. Delphi.

Direct curriculum relevance of Field Trip: 1. Unit/Topic: Ancient Greek Mythology, 2. Standard(s): RI.7, RI.9, W.2, W.3, W.4, W.7, SL.1, SL.4, 3. Additional Information: International Experience via EF Tours, Describe in-class preparation before the field trip: Reading 'The Odyssey' + 'Hercules' myths, Describe follow-up work in class and/or homework: students will compose a travel journal.

Cost assessed for individual student who is deemed able to pay: \$ 4,000 (in monthly payment plan)
Source of additional funds to support the field trip: \$ TBD From: Local sponsors, gift donors, student fundraisers

ROLE	PRINT Name	SIGNATURE	DATE	STATUS
Principal	Mike Dault		4/15/21	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Building Nurse Signature				<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Director of Health and Nursing Services				<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Chief of Teaching, Learning & Leading			4/24/21	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined

* Pending SC approval and List of Students and nurse approval → student list not ready until next year



**IJOA – Haverhill Public Schools
FIELD TRIP**

Definitions.

A. During the school day: Field trips that take place on a school day and can last longer than one day. B. Extra-curricular: Field trips that take place during school vacations or the summer.

Purpose and Planning. Field trips should be directly related to the curriculum and appropriate to grade level. As such, they can serve as a valuable means to learn through experience and to increase motivation for learning.

Every effort should be made to obtain signed permission slips by a parent/guardian at least ten days in advance and all health and/or safety considerations must be made known by sponsors to chaperones. All field trip forms and notices about the trip should be sent home in the student's home language, included with the permission slips. Said notices shall include rules of behavior, information about the place to be visited, and the purpose as well as anticipated outcomes of the visit. An Administrator or specific designee must attend all field trips outside the city of Haverhill.

In planning the trip, time in travel should be kept to a minimum, particularly if similar activities can be found locally. If return time is late in the day or evening, a special notice shall be given to parents on the permission slip.

Field trips that occur during vacation and the summer, are considered to be extra-curricular in nature. **Paying for Field Trips.** No student should be denied the opportunity to attend field trips due to the inability to pay.

Medical and other considerations for School Day Trips: If a student requires medications during the planned time frame for a school day field trip, staff may be requested to administer medications in accordance with Department of Public Health Policy (administer oral medications, assist with the use of metered dose inhalers, or emergency administration of Epinephrine). Should there be a need that requires medical assistance outside of the Department of Public Health Policy and required by law, the school shall secure medical assistance appropriate to address the medical need. Should a parent choose to attend the event, the parent may choose to be responsible for their child's medical needs during this time. Early identification of need and early communication with the nursing supervisor is imperative to support this process.

Student Eligibility: Teachers planning their field trip must be open to all students in a grade or course of study, making this learning experience a part of the Haverhill Public Schools curriculum. All students must be able to access the HPS curriculum both in school and on field trips. Exclusion based on disability or language needs is prohibited.

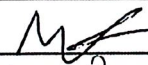
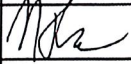
Student discipline as outlined in the school handbook or regulations will apply to students on official school field trips, regardless of the location of the trip.

Provision must be made for in-school instruction to said students as well as to students who choose not to attend or who failed to return permission slips. The principal (or designee) shall be responsible for making appropriate arrangements.

Supervision and Chaperones. There shall be at least one chaperone for every ten (10) students to go on a field trip. Chaperones are to be at least twenty-one years of age. The chaperone's full attention must be given to the students participating in the trip. There must be at least one professional staff member present for each classroom of students. *All chaperones must have an approved CORI on file with Haverhill Public Schools.* Fingerprints are also required for any chaperone who may have direct & unmonitored contact with students.

Approval of Field Trips. Field trips shall be approved on the form provided by the Superintendent. A field trip will be required to have approval of the School Committee if it involves an overnight stay, is beyond a 120-mile radius of Haverhill or requires unconventional travel such as by air or on water.

Provisions for approval. Schools or activities must obtain quotes from at least 3 competing companies for field trip coordination and transportation. The least expensive quote that meets trip specifications should be selected, unless there are documented, cogent reasons why the low bidder should not be accepted. Contracts with travel companies must include an escape clause that provides a rebate for monies expended before the trip in the case of an official travel warning for a specific travel area or an orange alert declaration.

ROLE	PRINT Name	SIGNATURE	DATE	STATUS
Principal	M. Vespa		4/14/24	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Building Nurse Signature	J. St Pierre	Jolene St Pierre	4/22/24	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Director of Health and Nursing Services	N. Thompson		4/23/24	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined
Chief of Teaching, Learning & Leading				<input type="checkbox"/> Approved <input type="checkbox"/> Declined

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