



SUPERINTENDENT'S ADVISORY: FIELD TRIP PLANNING, NOTIFICATION & APPROVAL PROCEDURES (SA-4)

June 7, 2017

Introduction

This **Superintendent's Advisory regarding Field Trip Planning and Approval Procedures** aligns with the [School Committee Policy #5213](#) governing field trips and excursions. According to this policy, all field trips in the Salem Public Schools must be approved by the school principal and should fulfill the "purpose of enhancing the instructional program." Other requirements are also outlined in the policy, depending on the group of students participating as well as the nature and duration of the field trip. While the policy mentions a timeline for arrangement of logistics, such as transportation and food services, detailed procedures for doing so are not outlined in the policy. This document provides guidance and clarity regarding the timeline and procedures for notification, approval, and logistics planning related to field trips.

Accessibility & Inclusion of All Students

Although not explicit in the Field Trip Policy, [SC Policy #5212](#) outlines the district's commitment to ensuring that all students have access to educational programming and the "full range of education programs offered by the district" including extra-curricular activities such as field trips. As such, the Superintendent expects all Salem educators to ensure that field trips are accessible to all students. This means that planning procedures must include thoughtful steps to ensure appropriate supports are in place to make field trips fully accessible for all students including all students with disabilities, English language learners, and others.

Key Considerations for Planning a Successful Field Trip

Key steps to successfully plan every student field trip are described below followed by an outline of planning steps and requirements. An overview of the [Online Field Trip Request Form](#) is then provided along with a useful "checklist" that can help planners track each step. A copy of the district-wide Field Trip Request Form is also provided. Principals, teachers, and others engaged in planning field trips with students, should review and consider all of this information as field trips are being planned.

1. Provide a General Description

- a. What is the proposed destination?
- b. What is the date and time(s) of the field trip?
- c. How many students and staff members expected to participate?
- d. Who is the key contact for the field trip?

2. Clarify and Describe the Purpose

- a. What is the general purpose of the field trip?
- b. How does the trip align to key instructional goals and standards?

- c. How will students be prepared for success during the field trip?
- d. What steps will be taken to help students reflect and/or synthesize what they learned following the trip?

3. Identify any Student Accessibility Considerations

- a. Who are the students who will be participating?
- b. Will any supports and/or accommodations be required for students with disabilities, English language learners, or others?
- c. Will any supports for student medical needs be required?
- d. If there are costs (such as fees) associated with the field trip, will supports for students who may be unable to pay be available?
- e. What plans have been made for any students not participating in the field trip?

4. Determine and Obtain Approval(s) Needed for the Field Trip

- a. Has the school principal reviewed and approved this field trip? School principals must approve ALL field trips
- b. Will School Committee approval be required for the field trip? NOTE: The Salem School Committee must approve any field trip that involves either out-of-state travel or an overnight stay.

5. Coordinate Field Trip Logistics with Key Departments and Staff

- a. What are the estimated costs of the trip as well as supports needed from the Budget office?
- b. What are the medical, health and nursing needs for the trip and have supports from the nursing department been arranged?
- c. What are the food service needs/requests and have Food Services staff members been informed in a timely manner?
- d. What are the transportation needs of the trip and has transportation been coordinated with the appropriate department, staff member(s), and/or outside vendor?
- e. Will there be parents or other adult volunteers participating in the field trip as chaperones or other roles? If so, have CORI background checks been arranged? If a volunteer will have "direct and unmonitored contact" with students, then a fingerprint-based background check will be needed in addition to a CORI.
- f. Are there any safety concerns that need to be addressed and/or arranged prior to the trip? If so, have the appropriate people been informed?

6. Communicate with Parents

- a. Has permission from the parents/guardians of students been obtained?
- b. Are there other steps needed to ensure that all parents are aware and informed of the field trip (e.g., translation of information and permission slips)?
- c. Are there opportunities to communicate with families about the success or outcomes from the field trip?

7. Other Considerations

- a. If photographs or videos of students will be captured during the trip, has permission to use those photographs in school publications been obtained?
- b. Have your school's norms and expectations, including, potentially permission to participate in social media accounts of the field trip been clearly addressed?
- c. What other items need planning and consideration prior to the field trip?

Planning Requirements for Logistics Coordination

Below is an outline of the key planning requirements for coordinating the operational logistics associated with planning a successful field trip. Field trip planners should review and familiarize themselves with each of these requirements.

Planning Area	Planning Steps and Requirements	District-Level Contact(s) and Useful Resources
School Committee Approval	<ol style="list-style-type: none"> Determine if the field trip will require School Committee approval (all overnight and out-of-state field trips require) If required, submit background information and completed online field trip form at least one month prior to the field trip date so there is plenty of time to get the action item on the SC agenda 	<p>Angelica Alayon, School Committee Secretary (857) 225-4396 angelicaalayon@salemk12.org</p> <p>Jill Conrad, Chief of Systems Strategy (978)740-1211 jillconrad@salemk12.org</p> <p><i>Click here to access the School Committee Meeting Calendar</i></p>
District Notification of Field Trip	<ol style="list-style-type: none"> Complete Online Field Trip Form to give notification to key operational leaders that plans for a field trip are in progress Identify areas where you need additional support on the form Collaborate with key district contacts to finalize logistics coordination and plans for the field trip 	<p><i>Click here to access the Online Field Trip Form</i></p>
Budget Planning	<ol style="list-style-type: none"> Identify total cost (admission fees, transportation costs, etc.) Identify funding source Identify method of payment needed (check, PO, credit card) Develop plan to support students unable to pay fees 	<p>Kristin Shaver Business Manager (978)740-1222 kristinshaver@salemk12.org</p> <p><i>For more information, please visit the Business and Finance Webpage</i></p>
Health & Nursing	<ol style="list-style-type: none"> Notify the school nurse Submit roster of students to the school nurse Request nurse participation in field trip (if needed) Identify and plan for any health-related needs of staff and/or students 	<p>Paula Dobrow Director of Nursing Collins MS – 1st Floor 978-825-5500 pauladobrow@salemk12.org</p> <p><i>For more information, please visit the Health Services Webpage; Click here for a List of School Nurses</i></p>
Food Services	<ol style="list-style-type: none"> Determine if school lunch service will be affected – if students to miss lunch due to a field trip, food services can reduce waste by planning fewer lunches that day Notify school Cafeteria Manager of ALL field trips that will take students away from school lunch during the day Determine if and how many box lunches are needed – request to Café manager Provide roster of students to Café manager – identify food allergies Identify date and time box lunches need to be ready for pick-up 	<p>Deb Jeffers, Director Food & Nutrition Services 77 Willson Street (SHS) 978-740-1230 deborahjeffers@salemk12.org</p> <p><i>For more information, please visit the Food & Nutrition Services Webpage</i></p>

Transportation	<ol style="list-style-type: none"> Identify the means of transportation to be used for the trip, including: <ul style="list-style-type: none"> SPS bus (available for local destinations only) Private/contracted bus or van (must be arranged on your own) Public transportation Walking Other If SPS Bus needed, provide the Transportation Dept with the following information: <ul style="list-style-type: none"> Specific address for the destination Departure date and time (can be no earlier than 9:00 am) Return date and time (can be no later than 1:00 pm) Determine if specialized transportation such as a wheelchair accessible van will be needed 	<p>Eric Fermon Transportation Manager Room 122 – Collins MS Ph: (978) 740-1240 ericfermon@salemk12.org</p> <p><i>For more information, please visit the Transportation Webpage</i></p>
Human Capital/ Background Checks	<ol style="list-style-type: none"> Determine if the field trip will involve ANY parents and/or volunteers If so, ensure that the parents and/or volunteers have been CORI'd. ALL volunteers must complete a CORI background check. The CORI Form can be found on the Human Capital website. <ul style="list-style-type: none"> <i>Please provide 1-2 weeks to process CORIs</i> No volunteer may go on a field trip if they have not successfully completed a CORI background check Determine if a parent or volunteer is likely to have “direct and unmonitored contact” with students. If likely (e.g., no SPS staff member present when the volunteer is alone with students), then the parent and/or volunteer must also complete a fingerprint-based background check. Please see the Superintendent’s Advisory on Background Checks for more information. 	<p>Nicolle Monegro Human Capital Room 131 – Collins MS (978) 740-1115 nicolemonegro@salemk12.org humanresources@salemk12.org</p> <p><i>For more information, please visit the Human Capital Webpage</i></p>

Notification Procedures -- [Online Field Trip Notification Form](#)

Successful field trips often require careful planning and coordination with a variety of key district departments and stakeholders including the budget office, nursing, food services, and transportation. Informing key staff members in these departments about the field trip with enough lead time will help ensure that they are able to provide adequate support for the students’ experience.

To better coordinate such efforts across the district, and to provide a mechanism for each key department to be notified of a field trip with enough advanced notice, we have created a district-wide Online Field Trip Notification Form. In addition to providing general information about the field trip, the form asks you to identify any logistical planning areas where you may need support. Upon completion of this form, key district/operational staff members will be automatically notified and they will follow up with you accordingly. Using this online form will also provide a centralized way of tracking field trips throughout the district, which will help improve our ability to better support them as well as to respond in the event of an emergency and/or any parent concerns.

The online form should only be completed after the school principal has approved a field trip.

Completion of this form will initiate the planning process with the necessary district department leaders who will be notified and can follow-up with each field trip coordinator accordingly. The Online Field Trip Planning Form can be accessed at: <https://goo.gl/forms/MqlqYkUy1w6TjpbV2>.

Field Trip Planning Checklist

This planning tool is designed to help field trip coordinators consider all of the potential elements that must be coordinated and thoughtfully planned to ensure a successful field trip experience.

1. General Description

Proposed destination: _____
 Date of trip: _____ Departure Time: _____ Return Time: _____
 Students participating: _____ Staff participating: _____
 Grade Level(s)/ Teacher(s)/Program(s) _____
 Trip coordinator: _____ email & phone: _____

2. Purpose & Curricular Connections

	General purpose
	Aligned to standards
	Student preparation
	Plans for post-trip synthesis of learning/experience

3. Accessibility

	Student population participating
	Accommodations for students with disabilities
	Accommodations for English language learners
	Supporting students' health needs (notify school nurse)
	Support for students unable to afford the cost of participation
	Other accessibility or accommodations needed
	Plans for students not participating

4. Approval(s)

	Principal approval obtained
	School Committee approval obtained (overnight and/or out-of-state)

5. Logistics Coordination

	Budget & financial needs met
	Nurse notified & health/nursing needs planned
	Food services informed & needs planned (e.g., boxed lunches)
	Transportation needs planned (walk, public transportation, SPS bus)
	Volunteers and chaperones identified
	CORI background checks completed (for all volunteers/chaperones)
	Safety considerations addressed
	Other

6. Parental Permissions & Communications

	Parent permission slips distributed
	Permission slips returned
	Photograph and/or video permission to use
	Permissions & guidelines for social media posts
	Other communications with parents

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information				
Name of School		Date of Request	Date of Field Trip	
Coordinator				
Coordinator Contact Info	Phone: Email:	Total Number of Students	Departure Time	Return Time
Grade Level(s)				
Destination <i>Please identify that place AND the specific location and address for the trip.</i>		Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state – within MA <input type="checkbox"/> Out of state – travel to another state <input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip		

II. Learning and Accessibility	
Instructional Alignment	Accessibility and Inclusion for All Students
<input type="checkbox"/> Alignment: The trip is aligned to standards <input type="checkbox"/> Preparation Plan: Students will be prepared for trip <input type="checkbox"/> Post-Trip Plan: Students will synthesize learning <i>Comments:</i>	<input type="checkbox"/> I understand district policy that all students have access to field trips <input type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip <i>Comments:</i>

III. School Nurse Review and Approval (School Nurse Signature Required)		
Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>School Nurse Signature:</i>		<i>Date:</i>

IV. Food Services		
Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No How many? _____
<i>Comments:</i>		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)		
What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other: _____
If SPS Bus needed, please specify the following information:	<i>Pick Up Time:</i>	<i>Return Time:</i>
	<i>Pick Up Location:</i>	<i>Return Location:</i>

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)		
Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

VI. Principal Review and Approval (Required for ALL Field Trips)	
<i>School Principal Signature:</i>	<i>Date:</i>