



Superintendent's Circular

School Year 2019-2020

NUMBER:
CAO-24

DATE:
November 7, 2019

OVERNIGHT FIELD TRIP GUIDELINES

This Superintendent's Circular provides instructions for implementing policies relating to field trips passed by the Boston School Committee on November 6, 2019.

This circular should be read AFTER the Superintendent's Circular No. CAO-22, General Guidelines and Procedures for All Field Trips as additional guidelines are outlined there.

Principals/Headmasters (and/or the District Department sponsoring the trip) are responsible for ensuring that all field trip policies and procedures as outlined in this circular are adhered to.

Together Principals/Headmasters (and/or the District Department lead sponsoring the trip) and the Program Leader must review and complete "Checklists" for this Circular. Signed "Checklist" must be kept on file at the school/district department.

OVERNIGHT FIELD TRIP CHECKLIST

- Review Superintendent's Circular No. CAO-22, General Guidelines and Procedures for All Field Trips.
- Review Superintendent's Circular on Medical Emergency Management, FSE-5 and Incident Data-Reporting and Release, SAF-4 for important safety protocols. **The Department of Global Education must be notified in the event of a serious emergency and should be used as a resource for questions regarding risk management on overnight field trips.**
- Select a site and investigate the appropriateness of the site in relation to the category of field trip.
Field Trip Category(s): (For category, see CAO 22.)
Site:
- Select a date and an alternate date. Note: Check with the principal/headmaster, teachers and staff to ensure that trips are not scheduled on dates that interfere with important tests, religious holidays, or class work.

Date:

Alternate Date:

Planning Process

For thorough planning and to maximize affordability and fundraising efforts, it is recommended that international trips are planned at least six months in advance.

Role of the Program Leader (Lead Chaperone): The Program Leader is a BPS employee and the lead chaperone organizing and leading the trip. The Program Leader is responsible for ensuring all guidelines in CAO-22 and CAO-25 are followed, and keeping the headmaster/principal and the district informed of trip developments. The Program Leader is responsible for completing the International Field Trip Request Form and accompanying documents that are submitted to the Principal/Headmaster and Department of Global Education for approval. The Program Leader is also responsible for organizing the chaperone team, student team, and pre-departure meetings.

- All Program Leaders (lead chaperones and the BPS employee organizing and leading the trip) must be approved by the Principal/Headmaster or District Department sponsoring the trip.
- All field trip IDEAS must be preliminarily approved in writing by the Principal/Headmaster or District Department sponsoring the trip prior to the distribution of any informational materials on the proposed trip to students and their parents/guardians and prior to any fundraising or other detailed preparations. Consult with the Principal/Headmaster on potential chaperones and student recruitment. (Document this approval for your records.)
- **Research and plan the details of your trip. Carefully analyze all field trip activities as safety is of first and foremost importance. (If you have questions about the appropriateness of an activity, please consult with your Principal/Headmaster and the Department of Global Education.)**
- **Planning, organization and preparation are critical to a successful experience for all participants. As part of trip planning and itinerary development, ensure the major aspects of health, safety, student inclusion, and security have been addressed with due diligence. Program Leaders must be able to articulate in an informed manner what decisions were made, why they were made, and the sources that informed that decision making.**
- Complete and submit an Overnight Field Trip Request Form and accompanying documents to obtain official consent from the Principal/Headmaster to execute the trip. Once the headmaster has approved the trip you must send a copy of the request, itinerary and supporting documents to the Department of Global Education.
- Create a school file to house all important documents: Overnight Field Trip Request Form and attachments, student roster, student permission slips, and medical forms, and other signed documents including Incident Reports, Incident Log and the Fire Safety Plan. These documents must be kept on file for the current fiscal year plus three additional years after the trip has occurred.
- Share the trip details listed below with all teachers and other staff members so that they may plan accordingly.
 - Trip Overview (purpose)
 - Destination
 - Date of Trip
 - Students' Names
 - Chaperones' Names & Roles in School Community
- Prepare and distribute the Parental Authorization for Overnight Field Trip form, Medical Information Form, Student Traveler Behavior Contract, Student Support for Overnight Programs, and the Medication Administration Form to each participating student and chaperone. For preparedness and safety, you must have these medical forms from chaperones too. If applicable, prepare and distribute the Notarized Parent/Guardian Airline Travel Consent Form. **(Some airlines and travel companies require this; some do not. Research your particular trip to see if this applies.)**
- Conduct **AT LEAST ONE pre-departure student meeting**. Discuss the trip's educational purpose and goals, conduct expectations, itinerary, healthy travel and all other logistics of program. (For lengthy overnight programs, see CAO- 25 for additional student meeting topics.)
- Conduct at least one parent/guardian meeting (with each family or all families together) to review the purpose of the trip, itinerary, review/sign permission forms, review logistics of travel and share medical and safety information. Please note: Plan for families who may need translation services at the meeting; students should not serve as their parent/guardian's translator at this meeting. If a parent/guardian is unable to attend the meeting, a chaperone (who is BPS employee) must be sure to speak to the parent/guardian via telephone or in person about the trip prior to taking the student on an overnight trip. Document this personal contact for your records.

Safety Preparedness

- **Travel Advisories/Warnings:** The Superintendent reserves the right to cancel any field trip up to and including the day of departure to manage risk.
- **NEW: Insurance:** The district provides medical insurance coverage for international, and domestic BPS sponsored trips (domestic being 100 driven miles away from home or place of study or employment) for BPS students and BPS staff participants. Trip cancellation and interruption coverage are not provided by the district, and Program Leaders must inform families (and funders) of this fact, and that they have the option to voluntarily purchase these additional coverages on their own.
- **Training:** It is recommended that **at least two chaperones (including the Program Leader)** must hold valid CPR AND First Aid certification. The district will offer this training at least once per year for chaperones. Please email the Department of Global Education for details.
- **First Aid:** Ensure the availability of a first aid kit from the Department of Global Education. **Verify** emergency and medical information and contact details.
- **Ratios:** For “Overnight Trips,” the student-to-chaperone ratio is 10:1, **NEW:** with a two chaperone minimum. It is recommended that a chaperone reserve, or back up, be identified in the event a chaperone is no longer able to participate at the last minute, or has to leave the field. NEW: Tour guides, or employees of third party vendors contracted to help operate the trip, are not considered chaperones, and do not factor into the student to chaperone ratio.
- **Transportation:** School buses or BPS approved transportation vendors’ vehicles **MUST** be used to transport students to and from field trips or athletic events regardless of how the trip is paid for. **Privately owned vehicles, vehicles from non-approved vendors, **NEW: ride sharing transportation services such as Uber and Lyft, or leased vans are not to be utilized to transport students to and from field trips or athletic events, except in the case of a bona fide emergency.** Refer to TRN-3 and CAO-22 for information and regulations on field trip transportation.
- **Water Activities:** If your trip involves any “on” or “in” the water activities you must contact the Department of Global Education for approval. There is a separate and mandatory procedure for all trips involving water. Please contact the Department of Global Education immediately.)
- **Healthy Travelers:** Be sure students have had a recent doctor’s visit and physical exam prior to departure. Students and staff should be current on all immunizations and vaccinations including those related to the location they will be traveling to. Travelers should consult with their primary care doctor and can also visit the Center for Disease Control’s website for information on staying healthy while traveling at <http://wwwnc.cdc.gov/travel/>. If any student has a serious medical condition, please be sure that his/her doctor writes a letter indicating that the child may safely attend and participate in trip activities.

Chaperone Criteria

- The Program Leader (lead chaperone) must be a BPS employee. Other authorized chaperones may include parents and volunteers who are required to be 21 years of age or older.
- All non-BPS employee chaperones must submit a yearly CORI/SORI authorization form to the Office of Human Capital. Complete the eCORI form online at: bit.ly/bpscori. Contact the BPS Office of Human Capital (OHC) for CORI check and confirmation support. Principals/Headmasters and the lead chaperone are responsible for submitting authorization forms to OHC and must not allow chaperones to take part in activities until they have been CORI/SORI cleared.
- The Program Leader must be sure that all chaperones, including non-BPS chaperones are familiar with the *BPS Code of Conduct* and other district and school-based rules.
- No consumption of alcohol/drugs.
- Chaperones who are parents/guardians of BPS students on the trip, must provide the same level of care and attention to ALL of the student participants. If a BPS chaperone’s child, who does not attend the participating school, must attend the program, the child must be a BPS student, and in the same grade or age range as

participating students. **NEW:** In this case, the BPS employee is responsible for incurring all costs associated with their child's participation.

- Non-BPS employees who chaperone on a field trip are not covered for liability by the Boston Public Schools.
- **NEW:** All BPS and Non-BPS chaperones are required to sign the Chaperone Agreement Form.
- Refer to CAO-22 for additional Chaperone Criteria

Student Accessibility & Participation

- Students not enrolled in the Boston Public Schools may not participate.
- **NEW:** The Program Leader and Principal/Headmaster shall work together to establish essential participation criteria for the trip, that informs students and parents of all of the activities and risks associated with each itinerary activity, and trip location, to determine what accommodations or modifications may need to be made for the student to successfully and safely participation in all, or portions of the trip.
- A student's ability to pay may not be a criterion for field trip participation. Trips must be advertised to all students (within the school, particular grade, class, or program associated with the trip) regardless of their financial situation.
- Students with English Learner status, 504 Plans and/or IEPs cannot be denied access to field trips due to their status, or disability. It is the responsibility of the school to ensure that all accommodations normally provided to a student as indicated in their educational plans, are made available during a field trip, including medication. See Superintendent's Circular SHS-8 for information about medical dispensation on field trips. Participating students' IEP or 504 Plan shall be available to any staff coordinating and/or participating in the field trip.
- If any student has a serious medical, or mental health condition, please be sure that his/her doctor is aware of the essential participation criteria and location of the trip, and writes a letter indicating that the child may safely attend and participate in trip activities. Keep this document on file with other key permissions slips and medical forms.
- **NEW:** Program Leaders must consider their student demographics when selecting field trip locations, sites, and activities. Specifically determine the impact the locations, sites, and activities may have on diverse populations such as students of color, EL students, students who identify with the LGBTQ community, students with disabilities, those who may be in the minority during your field trip experience, and those students who belong to groups that have experienced marginalization in the location being visited. Program Leaders must work to prepare students for sensitive experiences, and ensure that the program is safe and inclusive for all students. Consult the Department of Global Education for resources if needed.
- **NEW:** The Program Leader and Principal/Headmaster shall work with transgender and gender-non conforming students to provide accommodations (including rooming) that affirm the student's gender identity while also ensuring safety. Program Leaders should work with students and families to make sure all travel documents (airline ticket, passport) reflect their legal names as listed on government issued identification, while all unofficial documents and materials may reflect the student's preferred name.
- Participation in field trips may be denied to any student who has demonstrated disregard for the policies and rules of BPS or the school prior to the field trip. Parents/Guardians, and students must be made aware of this policy in advance, and communicated with throughout any processes involving their child not participating in a field trip.
- **NEW:** The BPS Code of Conduct applies on all field trips. BPS students and parents are required to sign a BPS Student Traveler & Family Agreement Form regarding student conduct while participating in a BPS Sponsored field trip. Following an investigation, if the Program Leader, in consult with the Principal/Headmaster and Central Office staff, determines that a student's conduct while on an overnight trip, poses a risk to themselves, or the safety of the group, or is no longer manageable by BPS staff in the field, the district reserves the right to request, and make arrangements for that student to return home. The district also reserves the right to request that families assume responsibility for all, or a portion of the costs associated with their child's return. Students may be subject to further disciplinary action, and will be provided the opportunity to have a formal

hearing at the school level upon return. The school must document the Parent/Guardian's consent of this policy prior to the trip.

- **NEW:** In the event that a student is to be dismissed from an overnight field trip the student's parent/guardian must be notified in advance and should agree to meet the student at the airport, or other agreed upon destination. If the parent/guardian is not reachable, the student's principal or appropriate school-based point of contact must be notified and agree to meet the student at the airport, or other agreed upon destination. Students under the age of 16 must be accompanied on their flight by a chaperone. Students over the age of 16 may fly unaccompanied, though a chaperone must accompany the student to the airport to ensure the student checks in for their flight. (Age requirements may be subject to specific airline/train/bus guidelines). Any costs assumed in this regard will be the responsibility of the parent/guardian.
- Provisions must be made in advance for any student not attending the trip and staying at school. If applicable, provide alternative arrangements, and/or comparable activities for students not attending the trip or unable to participate in a portion of your trip.
- If a student's family elects for their child not to attend a field trip for any reason he/she may not be penalized through their grade or otherwise.
- Attendance forms should indicate when a student is physically absent from the school building on a field trip, but participating in a school-sponsored program being conducted off school grounds. (Note: It is important to know and document where students are at all times.)

Pre-Departure Confirmation Check:

Eight Weeks (or More) Prior to Your Trip

- Develop transportation plans: mode of transportation, travel time, cost, etc. (If applicable, be sure to note how and with whom the child will travel to and from a field trip's departure and pick-up locations.)
- Review all students' medical forms with the School Nurse and School Counselor to ensure all documents are completed, to support each student's health during the trip. (Please note: Nurses and Counselors do not "clear" students for travel, but will provide chaperones with guidance in supporting students while traveling.) Consult with, and when necessary, receive training from and obtain written comments from the School Nurse and Counselor regarding any students who have expressed medical needs (e.g. medication, asthma, allergies, etc.).
- **If your trip is less than 100 driving miles in distance, please ensure ALL students have valid medical insurance that covers them while on this program. Record details of insurance on the Medical Information Form.**

Four Weeks (or More) Prior to the Field Trip

- Contact the field trip site, and ensure that the necessary arrangements are still in place
- Collect the completed and signed Parental Authorization for Overnight Trip form, Medical Information Form, and Medication Administration Form from each participating student and chaperone and ensure that a copy of all forms (and the itinerary) is submitted to the Principal/Headmaster.
- If necessary, collect the Notarized Parent/Guardian Airline Travel Consent Form.
- Hold (lead chaperone) a chaperone team meeting to distribute trip responsibilities and to review the student team.
 - Review students' permission slips and medical forms; prepare any questions for follow-up with families and the school nurse.
 - The lead chaperone will record the names of the chaperones and whom each chaperone is supervising; each chaperone must carry this list.
 - Chaperones will organize a "Buddy System," pairing students with one another for safety purposes.
 - Prepare trip binder for all chaperones (See "During the Trip" section which lists all binder contents.)
- **Notify the appropriate Principal Leader and the Department of Global Education of your overnight travel plans by scanning and emailing the following: 1) Overnight Field Trip Request Form at least four weeks in advance.**

Two Weeks (or More) Prior to the Field Trip

- If applicable, inform the Food Service Manager or Attendant of the names of the students going on the trip and the date and time of the field trip.
- Verify all arrangements, including transportation and reception at the site.
- Contact parent/guardian via telephone or in person to review the final details of travel and **verify** emergency, medical and safety information, and contact details. Be sure families have copies of their child's permission and medical forms as well as the trip itinerary and contact details.
- Notify/consult with the Principal/Headmaster if trip plans have changed from the original field trip request. Notify the Principal Leader and Department of Global Education of changes.

Communication Plan

- **Phone Service Coverage:** Program Leaders must have cell phone coverage for the duration of his/her trip for communication with BPS, or families in the event of an emergency. This cell phone must be on at all times so you may be contacted in case of an emergency. If this is not possible due to your location, please arrange a communication plan with the Department of Global Education. **NEW** If such coverage requires you to purchase an international plan, or to accrue additional costs due to the trip, please submit your receipts to the BPS Finance Office for reimbursement. Program Leaders must also carry the phone numbers for the principal/headmaster or sponsoring district department and the Department of Global Education. You are required to call anytime there is an emergency.
- **District Communication:** Codify a clear communication plan with the DGE and your Principal/Headmaster, or sponsoring district department prior to departure. You must check in with the DGE via phone call, text, or email upon arrival, every 48 hours, whenever the itinerary significantly changes, whenever you expect to lose cell/email coverage, upon departure, and upon safe return. You MUST check in via phone call to the Department of Global Education when there is an incident.
- **NEW: Definitions of communication types and expectations:**

Green Communication: No immediate concern.

Program Leader: *Notifies On Call BPS staff about arrival, departure, changes in itinerary, loss of connectivity, highlights of programs, photos. *Check in daily via text, phone call, email.*

Yellow Communication: A Yellow Call is a reportable situation or event, but no threat to life, limb, eyesight or potential for severe emotional trauma. The incident is managed effectively in the field by Program Leader, but could devolve to a serious or critical incident, and requires attention from BPS On-Call staff.

Program Leader: *1. Notifies On Call BPS Staff; 2. Documents Incident SOAP Report 3. Monitors 4. Updates On Call BPS Staff*

Red Communication: Critical, violent time sensitive incident, illness, injury; or event that resulted in loss of OR potential loss of life, limb, eyesight.

Requires IMMEDIATE RESPONSE of Program Leader: *1. Notifies On Call BPS Staff; 2. Alerts local medical assistance and/or law enforcement 3. Documents Incident SOAP Report 3. Monitors 4. Updates On Call BPS Staff*

NEW: Refer to BPS International Field Trip Communication Plan for more information.

- **Communication with Families:** Call students the night before travel to ensure transportation to the departure location is set, to remind students to bring travel documents, and to answer last minute student and family questions. Set expectations regarding communication during travel between chaperones/student travelers, and the principal/families. Families must know who to call 24/7 in case of an emergency. If you need support in family communication before, during and after the trip, contact the Department of Global Education.

During the Field Trip Program

On the day of the trip, take attendance and leave the current list of students attending the trip with the Principal/Headmaster. If applicable, record specific Bus Number and Driver's Name and leave this information with the Principal/Headmaster and share with all chaperones and, if age appropriate, students.

- **Team Safety:** If you believe conditions are unsafe, or unhealthy at any point on the trip, it is the Program Leader's responsibility duty to make adjustments in the interest of group/individual safety. Consult the Department of Global Education during the trip when you have questions regarding trip safety.
- **Conduct Safety Reviews with Students in the Field: The following topics must be reviewed with students:**
 - a. Program Leaders conduct a *Fire and Safety Assessment* and fire drill (Fire Prevention and Safety Instructions) when you arrive at EACH NEW accommodation. Share with chaperone team the "Assessment" and prepare for orientation and fire drill.
 - b. Share evacuation plan and emergency plans: Discuss where students go during an emergency or otherwise? Discuss where students go if they are separated from the group during an activity.
 - c. Ensure students have a list of the key addresses (hotel/chaperone/host family contact information) and emergency information for the US and the international destination as well as copies of all travel documents. Share where you are staying (room number if applicable) and how to reach you on the trip
 - d. Conduct In-Country Orientation for conduct and cultural expectations. Set expectations regarding social media. This is especially critical during an emergency.
 - e. Conduct a Safety Orientations for Service Learning Projects *where teams work to construct, alter and or repair structures, including painting and decorating and for agricultural projects, chaperones with support of program providers, must conduct a safety orientation at the beginning of each activity.*
- **Student Debriefs/Reflections:**
 - a. Conduct morning briefings to review the day's itinerary and key information. Ask and answer questions.
 - b. Conduct afternoon and/or evening briefings to review the next day's itinerary, gather feedback, and process the day's learning, and make any necessary adjustments. Engage students in conversations that help them process their experience. Help them break down stereotypes so that when they return they have a deeper understanding of the culture and country they visited. Draw connections to how they will take the experience home with them and how the lessons they have learned will translate back home.
- **Check Ins & Student Supervision:**
 - a. Conduct **frequent check-ins with Chaperone Team** to assess programming, student dynamics, and to make any adjustments.
 - b. Conduct **frequent Check-Ins with students** about their behavioral and physical health as well as their ability to process their trip experiences.
 - c. Conduct **nightly bed checks** to be sure students are in their rooms at the designated time. If staying in a hotel/hostel be sure to request in advance for students to be placed near chaperones. If students are with host families, share the BPS policy of nightly bed checks to ensure students are safely in their rooms each night. Students should know exactly how to get in touch with a chaperone in case of an emergency (room number or phone number if staying with a host family).
 - d. **Establish a Curfew** with clear guidelines, and ensure doors are open if students congregate in the evening. Adults should stay close by and conduct frequent expected and unexpected room checks. Be mindful about romantic relationships amongst students.
 - e. Conduct **regular and frequent headcounts and buddy checks throughout the day.** Do Not Leave Students Alone—Students should be accompanied by chaperones (or if applicable, host families and students) unless part of a scheduled activity and age appropriate as approved by their parent/guardian in advance. However, if unaccompanied as part of a scheduled and structured activity, students should be in at least pairs AND always know how to reach an adult chaperone.
- **Documents to Take:** All chaperones must carry at all times a trip binder (or have them very close at hand) that includes the following documents. **The Program Leader carries the original forms; all other chaperones carry copies.**
 - ✓ Permissions Slips (updated based on contact verification done with families)
 - ✓ Medical Information Form and Medical Administration Form
 - ✓ Student & Family Conduct Agreement Form

- ✓ Parental Waivers (if applicable)
- ✓ Notarized Airline Consent Form (if applicable)
- ✓ Copies of passports, visas, resident cards and other travel related documents
- ✓ Emergency Action Plan (EAP)
- ✓ Insurance Information
- ✓ BPS Field Guide Protocols with Emergency Phone Numbers
- ✓ Fire Prevention and Safety Information
- ✓ Incident Report (blank and/or completed)
- ✓ Witness Report Form (blank and/or completed)
- ✓ Incident Investigation Log (blank and/or completed)
- ✓ SOAP Note (blank and/or completed)
- ✓ List of addresses and emergency contacts in country for all travelers
- ✓ Homestay Documents if applicable
- ✓ Water Activities Forms is applicable
- ✓ Program Leaders carries originals of permission slips and medical forms; other chaperones carry copies.

● **Documents to Leave for your Principal/Headmaster:**

- ✓ CAO-24 circular with checklists
- ✓ Permissions Slips (updated based on contact verification done with families)
- ✓ Student & Family Conduct Agreement Form
- ✓ Parental Waivers (if applicable)
- ✓ Medical Information Form and Medical Administration Form
- ✓ Notarized Airline Consent Form (if applicable)
- ✓ Copies of passports, visas, resident cards and other travel related documents
- ✓ Emergency Action Plan (EAP)
- ✓ Insurance Information
- ✓ Fire Prevention and Safety Information
- ✓ International Program Incident Report (blank for reference)
- ✓ Finalized Homestay List and other homestay documents (if applicable)
- ✓ Water Activities Forms (if applicable)

After the Field Trip (Mandatory): Ensure all students safely return to their parents/families when you arrive back from destination by following expectations set prior to the trip for student pick-up from arrival location

- **Medical Follow-Up:** Depending on travel location and prescribed travel medication, call all students and families after the trip to remind students to continue to take all prescribed travel medication. Additionally, remind students (inform parents/guardians) to see a doctor immediately if they are not feeling well after the trip and to inform the doctor of their recent travels.
- **Incident Reports:** If applicable, file and follow up with [*International Programs Incident Report*](#), [*International Programs Witness Report*](#) and [*International Programs Incident Log*](#).

After the Field Trip (Suggested):

- Write thank you notes.
- Present to school, family, and the community about the experience.
- Conduct related creative and/or analytical projects to showcase student learning
- Write a news article about the trip for a local newspaper or website.
- Email stories, journals, and pictures of your trip to the Department of Global Education

OVERNIGHT FIELD TRIP CHECKLIST

PLEASE SIGN THIS CHECKLIST, RETAIN A COPY FOR YOUR FILE, AND SUBMIT THE ORIGINAL TO THE SCHOOL OFFICE FOR FILING.

YOUR SIGNATURE INDICATES THAT YOU READ AND UNDERSTAND THE POLICIES IN THIS CIRCULAR AND THAT THEY HAVE BEEN/WILL BE FOLLOWED AND ALL CHECKLISTS THROUGHOUT THE TRIP PLANNING AND THE TRIP IMPLEMENTATION PROCESS HAVE BEEN OR WILL BE COMPLETED.

School Name:

_____ Date _____
Program Leader

_____ Date _____
Signature of Principal/Headmaster or
Sponsoring District Department

For more information, questions, and support about this circular, please contact:

Name :	Kayla Dorsey-Twumasi
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Dr. Brenda Cassellius, Superintendent

Attachments:

1. **Overnight Field Trip Request Form**
2. **Emergency Action Plan**
3. **Parental Authorization for Overnight Field Trip**
4. **Medical Information Form**
5. **Medication Administration Form**
6. **Notarized Parent/Guardian Airline Consent Form**
7. **Overnight Programs Incident Report**
8. **Overnight Programs Witness Report**
9. **Overnight Programs Incident Log**
10. **Fire Prevention and Safety Instructions**

CAO- 24 Acknowledgement form

PLEASE SIGN THIS CHECKLIST, RETAIN A COPY FOR YOUR FILE, SUBMIT THE ORIGINAL TO THE SCHOOL OFFICE FOR FILING AND ATTACH TO YOUR COMPLETED REQUEST PACKAGE.

YOUR SIGNATURE INDICATES THAT YOU READ AND UNDERSTAND THE POLICIES IN THIS CIRCULAR AND THAT THEY HAVE BEEN/WILL BE FOLLOWED AND ALL CHECKLISTS THROUGHOUT THE TRIP PLANNING AND THE TRIP IMPLEMENTATION PROCESS HAVE BEEN OR WILL BE COMPLETED.

School Name: _____

Signature of Program Leader _____

Date _____

Signature of Headmaster/Principal or Sponsoring District Department _____

Date _____

For more information, questions, and support about this circular, please contact:

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Superintendent, Dr. Brenda Cassellius

Overnight Field Trip Request Form

(This form is submitted to the Principal/Headmaster and is kept on file in the school office. In addition, notify the appropriate Network Superintendent and the Department of Global Education of your plans (four weeks in advance) by faxing or emailing as a PDF the following documents : 1) Overnight field Trip Request Form signed by the principal/headmaster, 2) Day- by-Day trip itinerary, 3) Student roster; D.O.B, grade, emergency contact name and number and 4) if applicable, your flight or train itinerary. Please call or email to ensure these documents have been received by all parties.

School Information

School:

Responsibility Center #:

Date Submitted:

Trip Overview

Number of Students:

Number of Chaperones:

(Supervision: maximum ratio 10:1 with a two chaperone minimum; For students with disabilities, the ratio of staff to students must be at least the same as the ratio mandated in their IEPs for their classes.)

Field Trip Category:

Destination:

Dates of Trip:

Overview of Trip (Educational Purpose):

Accommodation/Lodging Information:

Accommodation Name, Address and Phone Number

Program Provider Information (if applicable): *If working with a company, organization, or partner*

Program Provider:

Program Provider Contact Person:

Program Provider Telephone Number:

Program Email:

Itinerary

Please attach detailed day-by-day itinerary

Program Leader

Lead Chaperone/Trip Organizer:

Role in School:

Program Leader Phone # (prior to trip)

Program Leader Cell Phone # (during the trip)

Program Leader Email:

Other Chaperones/ Roles in School/ Phone Numbers on Field Trip: Attach separate sheet if necessary

Student Participants: Please attach a student roster that includes; Legal First, Last Name, D.O.B, grade, emergency contact name and number

Transportation Information:

Staff are not permitted to drive students. Privately owned vehicles, vehicles from non-approved vendors or leased vehicles are not to be utilized to transport students to and from field trips, except in the case of a bona fide emergency. Staff who utilize their own vehicles risk being legally liable. Please refer to TRN-3 for regulations regarding field trip transportation.

Method of Transportation:

Transportation Company: **(For bus transportation, only BPS approved vendors may be used regardless of how the trip is paid for. See TRN-3 for list.)**

Contact Information: (phone and address)

Departure Location and Time:

Return Location and Time:

*(if applicable, attach detailed train or flight information)

Funding Sources:

Total Cost \$	Funding Source	Grant Number
BEDF Account Code/Description.		/

Approved by:

Principal/ Headmaster or Sponsoring District Department

Date _____

Your signature indicates that all policies outlined in CAO-22 AND CAO-24 regarding overnight field trips will be followed.



EMERGENCY ACTION PLAN (EAP)

Procedures for Calling 911 on a Field Trip

Do Not Leave the Injured Person Alone or Without an Adult Present

1. **REMAIN CALM.** This helps the operator receive your information.
2. **DIAL 911.** Remember you may need to access an outside line first.
3. My name is _____ . “I am a (your role) in the Boston Public Schools.”
4. I need paramedics now.
5. My exact address is _____ .
6. There is a person with a _____ (type/location of injury) _____ injury.
7. The person’s name is _____ and he/she is _____ years old.
8. The person is located at _____ which is on the _____ (North/South/East/West) _____ side of the facility.
9. I am calling from _____ (telephone number) _____ .
10. _____ (Name) _____ will meet the ambulance.
11. Don’t hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Hang up the phone when all of the information is correct and verified.
12. Wait with person until EMS arrives.
13. Paramedics will take over care of the person when they arrive. A chaperone must accompany any injured student in the ambulance and remain with the student until the Parent/Guardian arrives.
14. Call the Department of Global Education (DGE) regarding incident immediately. The DGE will assist in contacting the necessary district personnel. File an Overnight Program Incident Report and Overnight Incident Log.

Department of Global Education: Principal/Headmaster Phone Numbers:

Principal Leader:

Department of Safety Services: (617) 635-8000

Additional Phone Numbers



Directions: Parental Authorization for Overnight Field

- BPS Staff:**
- 1) Use one form per trip.
 - 2) Complete the School Portion of form.
 - 3) Duplicate one form per student.
 - 4) Send a copy home for parent and student signatures.
 - 5) During the field trip, the signed, original form must be carried by the lead chaperone, copies by other chaperones, and a photocopy must be left on file in the school office.

- Students:**
- 1) Complete the "Student Agreement" section.

Parent / legal guardian, if student is under 18 years of age, or student, if at least 18 years old:

- 1) Complete the "Authorization and Acknowledgement of Risks" and "Medical Authorization" section.
- 2) Complete the "Important Medical Information Form" and "Medication Administration Form."

School Name:	Student Name:
Date(s) of Trip:	Destination:
Purpose(s):	
List of Activities:	
Supervision: (Check One.) <input type="checkbox"/> Students will be directly supervised by adult chaperones on this trip at all times. <input type="checkbox"/> Students will be directly supervised by adult chaperones on this trip with the following exceptions:	
Mode of Transportation: (Check all that apply.) <input type="checkbox"/> walking <input type="checkbox"/> school bus <input type="checkbox"/> MBTA <input type="checkbox"/> Other	
Students will leave from: _____ at _____ . <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%; margin-right: 10%;"> (where) (time) </div>	
Students will return to: _____ at about _____ . <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%; margin-right: 10%;"> (where) (time) </div>	
Chaperone(s) in Charge: _____	
Chaperone/Student Ratio: _____ (maximum ratio 10:1)	

STUDENT AGREEMENT

While participating in this field trip, I understand I will be a representative of BPS and my community. I understand that appropriate standards must be observed, and I will accept responsibility for maintaining good conduct and abide by school based rules and the Boston Public Schools' Code of Conduct.

Student Signature

Date

AUTHORIZATION AND ACKNOWLEDGMENT OF RISKS

I understand that my/my child's participation in this field trip is voluntary and may expose me/my child to some risk(s). I have read and understand the description of the field trip (on the front page of this form) and authorize myself/my child to participate in the planned components of the field trip.

I assume full responsibility for any risk of personal or property damages arising out of or related to my / my child's participation in this field trip, including any acts of negligence or otherwise from the moment that my student is under BPS supervision and throughout the duration of the trip. I further agree to indemnify and to hold harmless BPS and any of the individuals and other organizations associated with BPS in this field trip from any claim or liability arising out of my/my child's participation in this field trip.

I also understand that participation in the field trip will involve activities off of school property; therefore, neither the Boston Public Schools, nor its employees nor volunteers, will have any responsibility for the condition and use of any non-school property.

I understand that BPS is not responsible for my/my child's supervision during such periods of time when I/my child may be absent from a BPS supervised activity. Such occasions are noted in the "Supervision" section in this agreement.

I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the BPS Code of Conduct, and to abide by all decisions made by teachers, staff, and those in authority. I agree that BPS has the right to enforce these rules, standards, and instructions. I agree that my/my child's participation in this field trip may at any time be terminated by BPS in the light of my/my child's failure to follow these regulations, or for any reason which BPS may deem to be in the best interest of a student group, and that I/my child may be sent home at my own expense with no refund as a result. In addition, chaperones may alter trip activities to enhance individual and/or group safety.

MEDICAL AUTHORIZATION

I certify that I am/my child is in good physical and behavioral health and I have/my child has no special medical or physical conditions which would impede participation in this field trip.

I agree to complete in its entirety the attached "Medical Information Form" and "Medication Administration Form" found on last pages of this Authorization. I authorize the release of the information given in these forms above to chaperones and other school staff in order to coordinate services and understand that chaperones will consult with the school nurse about each student's health so they will be in the strongest position to support you/your child on this program.

I agree to disclose to BPS any medications (including over-the counter/herbal) and/or prescriptions which I/my child shall or should take at any time during the duration of the field trip.

In the event of serious illness or injury to myself/my child, I expressly consent by my signature to the administration of emergency medical care, if in the opinion of attending medical personnel, such action is advisable. Further, when necessary, I authorize the chaperones to act on behalf of myself/my child while participating in the above described trip including the admittance to and release from a medical facility

SIGNATURES

If the applicant is at least 18 years of age, the following statement must be read and signed by the student.

I certify that I am at least 18 years of age, that I have read and that I understand the above Agreement, and that I accept and will be bound by its terms and conditions.

Student Signature

Date

If the applicant is under 18 years of age, the following statement must be read and signed by the student's parent or legal guardian. I

certify that I am the parent and legal guardian of the applicant, that I have read and that I understand the above Agreement, and that I accept and will be bound by its terms and conditions on my own behalf and on behalf of the student.

I give permission for:

(student name)

to participate in all aspects of this trip.

Parent/Guardian Signature/s

Date

The student, if at least 18 years of age, or parent/legal guardian must complete the information below:

Print Parent/Guardians First and Last Name/s:

Address:

Telephone: (Cell)

(Home)

(Work)

Emergency Contact's Name: (other than parent/guardian)

Relationship to Student:

Emergency Contact's Telephone #s:



Medical Information Form

(Students may be in new and unfamiliar situations when traveling, it is critical that this form is completed thoroughly and accurately so we may be in the best position possible to support you/your child.)

Please indicate with an X _____ HERE, if you would like to schedule a meeting with the Program Leader of the trip to discuss your child's medical or mental health.

Student First and Last Name:

Date of Birth:

Parent/ Guardian Name(s):

Parent/Guardian Address:

Telephone: (Cell)

(Home)

(Work)

Telephone: (Cell)

(Home)

(Work)

Emergency Contact Information: (other than parent/guardian)

(1) Name

Relationship to Student

Phone Number

Other Contact Information

(2) Name

Relationship to Student

Phone Number

Other Contact Information

Primary Care Physician's Name and Contact Information (in case of an emergency):

Health Insurance Provider's Name, Policy #, and Contact Information (in case of emergency):

Insurance Provider Claim Instructions/Procedures (in case of emergency):

Student has the following health conditions and/or allergies of which BPS should be aware:

Physical Health Conditions:

Behavioral Health Conditions: (eg. Depression, anxiety, etc.)

Allergies (food, medication, insects, plants, animals, ect.):

Student takes the following medications (including over-the counter/ herbal) and/or prescriptions of which BPS should be aware. (Be sure to complete the Medical Administration Form):

If medication is taken on an as-needed basis, specify the symptoms or conditions when medication is to be taken and the time at which it may be given again.

Is there any factor that makes it advisable for your child to follow a limited program of physical activity? (i.e. asthma, recent surgery, heart condition, fear, etc.) If yes, specify the ways in which you wish his/her program limited. If the student has asthma, please attach the asthma action plan to this medical form.

Further, is there anything on the itinerary that your child cannot or should not do?

Other than a yearly physical, is the student currently under a physician's or other medical professional's care (eg. social worker, therapist, etc.)? If yes, please detail the reason.

Other than the yearly physical, has the student been under a physician's or other medical professional's (eg. social worker, therapist, etc.) care anytime in the last year. If yes, please detail the reason and dates of treatment.

Please list any hospital, treatment center, surgical, psychiatric or urgent care visits within the last year: (Please specify the date, the reason, the physician or professional seen, and the length of stay.)

Additional information of which BPS should be aware concerning student's health:

I authorize the release of the information given above to chaperones and other school staff in order to coordinate services and understand that chaperones will consult with the school nurse about each student's health so they will be in the strongest position to support you/your child on this program.

Student Signature, if at least 18 years of age

Date

Parent/Guardian Signature, if student is under 18 years of age

Date

- * If necessary, attach doctor's letter to this form.
- * If necessary, attach the asthma action plan to this form.
- * If necessary, attach copies that document student's shots and immunizations to this form.



Medication Administration Form

***Please send only essential medications with your student on this trip and include over-the counter/herbal**

medications on this list.*

Student Name:

1. Name of Medication

Time(s) to be taken

Reason for Medication

Side effects to be aware of/other information

2. Name of Medication

Time(s) to be taken

Reason for Medication

Side effects to be aware of/other information

3. Name of Medication

Time(s) to be taken

Reason for Medication

Side effects to be aware of/other information

4. Name of Medication

Time(s) to be taken

Reason for Medication

Side effects to be aware of/other information

Additional Information/ Special Instructions:

I authorize for my child to take the above medications on this trip.

Student Signature, if at least 18 years of age

Date

Parent/Guardian Signature, if student is under 18 years of age

Date



NOTARIZED PARENT/GUARDIAN AIRLINE TRAVEL CONSENT FORM

The parties to this agreement are:

Parent/ Legal Guardian:

Full Name and Surname: (hereinafter referred to as "the Parent/ Guardian")

Physical Address:

Contact Details:

Child: (hereinafter referred to as "the Child")

Full Name and Surname:

Birth Date:

Traveling Guardian(s) and Contact Details: (hereinafter referred to as "The Traveling Guardians")

Full Name and Address:

1. I hereby authorize the Child to travel with the Traveling Guardians to the following destination:
2. The period of travel shall be from the
3. Should it prove to be impossible to notify the Parent/ Guardian of any change in travel plans due to an emergency or unforeseen circumstances arising, I authorize the Traveling Guardian to authorize such travel plans.
4. Should the Traveling Guardian in his/her sole discretion (which discretion shall not be unreasonably exercised) deem it advisable to make special travel arrangements for the Child to be returned home due to unforeseen circumstances arising, I accept full responsibility for the additional costs which shall be incurred thereby.
5. I indemnify the Traveling Guardian against any and all claims whatsoever and howsoever arising, save where such claims arise from negligence, gross negligence, or willful intent during the specified period of this Travel Consent.
6. I declare that I am the legal custodian of the Child and that I have legal authority to grant travel consent to the Traveling Guardian of the Child.
7. Unless inconsistent with the context, words signifying the singular shall include the plural and vice versa.

Signed at _____ on the _____ day of _____, 20____.

Signature _____ (Parent/ Guardian)

Signature _____ (Witness 1) Signature _____ (Witness 2)

*Witness signatures must be by independent persons and not by anyone listed on the Travel Consent form.

On this _____ day of _____, 20____, before me, the undersigned authority, personally appeared and proved to me through satisfactory evidence of identity, to wit, to be the person(s) whose name(s) is/are signed on the attached document and who signed in my presence.

Official Notary Signature:

Name of Notary Typed, Printed or Stamped:

Commission Expires:

NEW: Student Support During Overnight Programs Form

Note: This form is to be completed by students who intend to participate in an overnight program. The information is confidential, and will be used by Program Leaders to better understand, and support the needs of students while on program in a foreign country.

Student First & Last Name: _____

When preparing for your international program, please think about the following questions, and respond as honestly as possible in order to be supported:

1. What are you nervous about?

2. What are you excited about?

3. What scares you about the trip location or activities (itinerary)?

4. When in a new environment, I get anxious when.....

5. When in a new environment, I get upset when.....

6. In order to get the most learning and benefits from this experience, I will need.....

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