

EVERETT AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: 9/15/2016

REVISED:

121-AR-0. FIELD TRIPS

A field trip should have well-defined objectives that actively involve the learner. These might include:

1. Introduction to new fields of knowledge.
2. Review and reinforcement of concepts that have been taught.
3. Integration of school and community relationships.
4. Opportunity for a class to plan and work together and develop appropriate behavior that will give insight into good citizenship.

Professional employees will submit a completed Field Trip Request Form to the building principal for approval at least four (4) weeks in advance of the trip.

Arranging the Trip

When making arrangements for a field trip, the professional employee will review Board policy and determine the following:

1. Number of students that can be accommodated.
2. Grade level of students planning to attend.
3. Number of chaperones required. Field trips requiring closer supervision, as deemed necessary by the building principal, will require a ratio of ten (10) students to every one (1) chaperone. The ratio of student supervision shall not exceed fifteen (15) students to one (1) chaperone.
4. Safety precautions to be followed.
5. Meal arrangements – for all trips, cafeteria personnel will be notified of the number of students who will not be at lunch that day.
6. Rest room facilities.
7. Fees that might be charged.
8. Specific arrangements as to date, time, groupings and other details.

Arrangements for Administration of Medication

Special considerations when planning for the administration of medication during a field trip may include, but not be limited to, the following:

1. Consider assigning school health staff to be available, for example the CSN or a licensed supplemental staff person (RN, LPN). If the activity occurs during school hours, plans need to be in place to provide coverage for the staff person's regular duties.
2. Utilize a licensed person from the school district's substitute list.
3. Contract with a credible agency which provides temporary nursing services.
4. Utilize licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Address with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of dose.
6. Ask parent/guardian to accompany the child on the field trip, with proper clearances.
7. Have parent/guardian ask the pharmacist to provide a properly labeled, original container with only the amount of medication that will be needed.
8. Ensure security procedures are in place for the safe handling of all medications.

Arrangements with Parents/Guardians/Chaperones

1. Parental permission forms must be secured from the office and distributed to parents/guardians.
2. Completed permission forms must be reviewed by the organizing staff member and submitted to the Principal for approval.
3. Chaperones must be contacted, confirmed and provided with relevant information.

Transportation

1. Deadlines and times for field trips are scheduled by the Transportation Department.
2. Time of departure and return should be verified with the Transportation Department the day before the planned trip.
3. It is recommended that each bus or van contain the acceptable number of chaperones for the number of students riding, as per chaperone supervision guideline stated in policy.
4. A staff member must be present on each bus.
5. A count must be taken on the bus at the site of the field trip and before the return trip.

Instructional Preparation

The educational integration of a field trip is clearly important. Two (2) instructional methods will be used to ensure the field trip becomes part of the learning process:

1. Class time will be devoted to explaining to the students the purpose of the field trip and their learning responsibilities. Specific tasks to be accomplished by the students should be made clear, such as note taking, related reading assignments, reports, tests, etc. Instructional activities should be presented before the trip to provide introductory materials to promote understanding of the intended concepts to be learned. Field trips should be designed to encourage discovery learning and/or to reinforce previously taught concepts.
2. After the field trip, instructional planning will include a review and discussion of the activity. The teaching strategy should include questions that promote inquiry learning and the transfer of previously learned concepts in responding to the objectives of the field trip.

Roster of Attendees

Professional employees must submit a roster of all bus passengers, to include their names, addresses and telephone numbers, to the building principal at least two (2) days prior to the trip. The principal will notify other staff regarding field trip attendees.

Professional employees will retain copies of the rosters prepared for each bus.

Final Organization

1. Review agenda with class.
2. Make sure each student understands what to do in case of emergency and how important the behavior of each student is to the success of the trip.
3. Discuss orally the hazards that might be encountered, and the necessity for obeying safety rules.
4. Establish appropriate clothing standards and requirements.
5. Review behavior standards.
6. Complete the Field Trip Evaluation Form and return it to the building principal within one (1) week after completion of the trip.

Overnight Field Trips

1. Overnight trips require the approval of the Board and recommendation of the Superintendent.
2. Requests must be made at least six (6) weeks in advance, unless unusual circumstances arise.
3. Requests must be accompanied by information concerning financial, travel and housing arrangements; educational value; itinerary; chaperones; and other relevant details.
4. Trip must be reviewed with parents/guardians.

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121-AR-2. FIELD TRIP REQUEST FORM CURRICULUM INFORMATION

Topic Being Studied:

Objectives of Trip:

1.

2.

3.

4.

Educational Preparation for Trip – List Activities:

1.

2.

3.

4.

Follow-Up Plans/Activities – List and Explain Briefly:

1.

2.

3.

4.

**PARENTAL PERMISSION SLIPS ARE REQUIRED.
HAVE A SAFE AND ENJOYABLE TRIP!**

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121-AR-3. FIELD TRIP PLANNING CHECKLIST

- 1. Ascertain educational value.
- 2. Determine cost – transportation, meals, admission fees, etc.
- 3. Obtain approval of building principal and, when necessary, the Superintendent or School Board.
- 4. Plan trip itinerary.
- 5. Identify pre-trip activities.
- 6. Identify post-trip activities.
- 7. Select and confirm chaperones and provide orientation.
- 8. Prepare alternative instructional activities for students not participating.
- 9. Develop statement of student behaviors and expectations.
- 10. Initiate contact with students, parents/guardians and chaperones.
- 11. Prepare bus rosters and emergency call procedures.
- 12. Notify cafeteria of the number of students who will not be participating in the lunch program. Notification should be at least one (1) week in advance of the trip.
- 13. Provide a list of student participants to the office prior to departure.
- 14. Identify students on prescribed medication and/or with medical problems.
- 15. Complete evaluation of the trip.

FIELD TRIPS

Attached are all the forms necessary for field trips to make sure all appropriate forms are used when preparing for a field trip.

1. _____ Field Trip Request Form
 2. _____ Field Trip Permission Slip
 3. _____ Chaperone Responsibilities
 4. _____ Student Medical Information Forms
 5. _____ Chaperone Information List
 6. _____ Student Information List
 7. _____ Room List Form (Overnight Trips)
-

PLEASE NOTE THE FOLLOWING WHEN PLANNING A FIELD TRIP:

1. All requests for field trips for the school year must be submitted to the principal's office for approval with adequate time in advance so that the trip can be placed on the weekly bulletin. **MAKE SURE ALL INFORMATION IS COMPLETE**, or the form will be returned to you.
2. Parental permission slips must be completed and signed by the parent/guardian before the school will permit any student to participate in a field trip. It is the responsibility of the person in charge of a field trip to have these slips filed in the office **TWO DAYS** before the date of the trip.
3. A "Room List" form must be submitted to the office when taking overnight trips. Also, detailed itinerary with date, hotel/motel and phone numbers.
4. You must submit a list of students going on the field trip to the school nurse in order to obtain a copy of the Emergency/Medical form. Please submit your list of names to the nurse in alphabetical order. **YOU WILL NEED TO TAKE THESE COPIES WITH YOU ON THE FIELD TRIP.**
5. Please send a tentative listing of students, via email, to all teachers, staff and administration prior to the trip. A final copy may also be sent with any updates the day before or morning of the planned trip.

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121-AR-5. FIELD TRIP CHAPERONES

In accordance with Board policy, the Superintendent may direct that appropriate screening processes be applied to assure that adult chaperones for field trips are free of criminal history and convictions for any offenses involving children. This may include requiring criminal background checks and child abuse clearances to ensure that adult chaperones are suitable and acceptable for accompanying students on field trips.

When serving as a chaperone for district field trips, the parents/guardians and other adult volunteers, including district employees assigned to chaperone, will not use tobacco products in the presence of students; nor will they consume alcoholic beverages or use illicit drugs during the duration of their assignment as chaperones. Chaperones will be notified of these rules before accompanying students on a field trip.

Any chaperone violating these rules will not be used again as a chaperone for any district-sponsored field trips.

Employees violating these rules may be subject to disciplinary action, in accordance with Board policy.

Field Trip Supervision

Professional staff will accompany students on all field trips and assume responsibility for student conduct. The principal has the authority to increase the following minimum number of adults required to accompany and supervise students:

Elementary – One (1) adult will be required for a group of fifteen (15) or less. Two (2) adults will be required for a group over fifteen (15).

Secondary – One (1) adult will be required for a group of fifteen (15) or less. Two (2) adults will be required for a group over fifteen (15).

It is permissible to use chaperone supervision on a field trip, provided there is at least one (1) district professional employee from the building or organization accompanying the students.

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121-AR-6. LETTER TO CHAPERONES

Dear _____:

Thank you for consenting to supervise a student field trip/excursion sponsored by the school district.

The date of the field trip is _____. Please arrive at the school

by _____ for a brief meeting. We will depart at

_____ and return to the school by _____.

When serving as a chaperone for district field trips, all adults are prohibited from using tobacco products in the presence of students, consuming alcoholic beverages and using illicit drugs during the duration of their assignment as chaperone.

Please contact me if you have questions concerning the field trip. Attached you will find the Chaperone Supervision Guidelines which you must read. I can be reached by phone at _____ extension _____.

Sincerely yours,

Field Trip Chairperson

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121-AR-7. CHAPERONE SUPERVISION GUIDELINES

1. Students are not permitted to enter or exit from the emergency doors of the bus.
2. Students are not permitted to stand while the bus is in motion.
3. Students are prohibited from placing any part of their body/extremities out of the bus windows.
4. Moderate voice level is permitted in a conversation mode. Boisterous or abusive language is not allowed.
5. No student is permitted to board or leave the bus without permission of a chaperone.
6. Roll will be taken before a bus departs from any area.
7. Students who persist behaving in a negative manner will be moved to another seat or placed beside an adult.
8. Consistent behavioral problems from students are to be noted, and their names given to a professional employee on the field trip.
9. Student behavior on field trips and overnight trips are subject to all Board policies and administrative regulations that relate to discipline and bus behavior codes. Serious violations that occur during student travel will be dealt with by the building principal when the student returns.
10. Students who participate in overnight excursions are to conform to the activities schedule and bus and lodging assignments.
11. On overnight excursions students are not permitted to leave the hotel to visit relatives or friends.
12. Students who are a discipline problem on an overnight trip may be excluded from participating in scheduled events and made to stay under the direct supervision of a chaperone during the remainder of the trip. No student is ever to be placed on a commercial transportation vehicle and sent home alone.

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FIELD TRIP PERMISSION SLIP

STUDENT'S NAME _____ GRADE _____

has my permission to attend a field trip on _____
(Date of Trip)

DESTINATION _____

ACTIVITY/CLUB/EVENT _____

ADVISOR _____

EDUCATIONAL VALUE OF TRIP

TIME OF DEPARTURE, _____ ESTIMATED TIME OF RETURN _____

STUDENTS PARTICIPATING IN A FIELD TRIP WILL:

- Have met the extracurricular academic guideline.
- Be properly dressed for the occasion as determined by the person(s) in charge.
- Have no foods and/or beverages in their possession while on the way to/from the destination.
- Be considered present and will be permitted to make up any work missed.
- Be aware that improper conduct will not be accepted
- Be aware the rules that apply at school also apply on field trips.

PLEASE NOTE: Failure to follow school rules may result in a student being sent home at the PARENT'S /GUARDIAN'S EXPENSE.

SIGN AND RETURN TO TRIP ADVISOR NO LATER THAN 3 DAYS PRIOR TO FIELD TRIP

Date _____ Signature of Parent/Guardian _____

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CHAPERONE RESPONSIBILITIES

1. Each chaperone will be in charge of no more than ten (10) students.
2. Chaperones will know what students they are in charge of.
3. All chaperones will be provided with a list of medicines for students on the trip.
4. The teacher can designate chaperones to sit or be in certain locations on the bus or in field trip area.
5. No chaperone can bring his/her own child on a field trip unless the child is part of the student group that is going on the trip.
6. All chaperones must be in possession of an itinerary for the field trip, which includes complete addresses and phone numbers so in case of emergency, members of the field trip can be notified.
7. All chaperones are responsible for the general conduct of all students. All rules which are in effect during the school day, apply to field trips even after school hours or on non-school days.
8. No chaperone for the duration of the field trip will engage in the use of tobacco products or alcohol.
9. Chaperones shall be dressed in an appropriate manner for the occasion.
10. No chaperone will provide students with items that are illegal in the state of Pennsylvania. Pennsylvania laws apply on all field trips.
11. All chaperones will be provided a list of duties for supervision that applies to the field trip they are participating in.
12. All chaperones will conduct bed checks (if applicable) and make sure that only assigned students are in the rooms for the final bed check.

List of students the chaperone will supervise:

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

EVERETT AREA SCHOOL DISTRICT
814-652-9114

STUDENT INFORMATION LIST

NAME	GRADE	PARENT/GUARDIAN	PHONE #	MEDICAL FORM	PERMISSION SLIP

CHAPERONE INFORMATION LIST

NAME	PHONE #	ADDRESS	MEDICAL FORM RETURNED

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121-AR-9. FIELD TRIP EVALUATION FORM

Professional Employee in Charge: _____

Date of Field Trip: _____ Destination _____

Students Involved: (School, Grade and Number)

Activities: _____

Evaluation: _____

Employee in Charge: _____

Principal: _____

Date: _____