

General Guidelines

1. A parent/guardian shall be notified in writing in advance of a field trip. A parent/guardian must sign and return a permission slip for the field trip before a student is permitted to participate.
2. Trips by students from one District school building to another District school building or other District property do not constitute a field trip under this Administrative Regulation. However, parents/guardians of elementary and middle school students should be notified in advance of such a trip. Parental/guardian permission is not required for such a trip.
3. Only those field trips which are specifically included in a course of study are authorized. The District shall pay for the cost of any substitute teacher(s) required in connection with a pre-approved field trip.
4. Parents/guardians shall pay for field trips where required. However, no student shall be denied an opportunity to participate in a field trip because the parents/guardians are unable to afford the expense.
5. The District shall provide transportation to and from the destination of the field trip. Neither staff members nor chaperones are permitted to transport students to/from field trips in private vehicles, absent written permission from the building principal and the Business Manager. Additional insurance and supporting documentation will be required at private expense.
6. If a parent/guardian or a teacher believes that it would not be in the best interest of the student or the class for a particular student to participate in a field trip, the principal or designee shall be consulted. Any alternative arrangements approved by the principal or designee will be communicated to the parents/guardians in writing.
7. When determining the ratio of adults to students on a field trip, the following factors should be considered: health and safety concerns, age and developmental level of students, location of trip, nature of activities etc. The teacher is responsible for ensuring that students are adequately supervised on the trip and should submit the plan for adult supervision to the principal or designee in advance of the trip. The school nurse shall be consulted in cases where students with health needs or those potentially requiring emergency medication will be participating in a field trip to ensure that arrangements for the appropriate personnel to attend the field trip are arranged.

Field Trip Approval Process/Required Advanced Procedures:

- A. All field trip proposals of District staff members shall be presented to their building principal or designee at least one (1) month in advance of the proposed trip for approval.

- B. Field trip permission forms signed by the student's parent/guardian must be secured in advance in order for a student to be eligible to participate in a field trip.
- C. Teachers shall ensure that accommodations included in student 504 Plans and IEPs can be implemented on the trip.
- D. The District staff member proposing the field trip shall be responsible for contacting the venue/institution and making necessary arrangements, including those for whom accommodations may be required.
- E. Teachers shall consult with school nurse, at least one (1) month in advance of the trip if possible, to plan for management/supervision of student health needs on the trip.
 - 1. If it is determined that a nurse is required to attend the trip, the staff member proposing the trip shall submit a request for a nurse to attend the trip to the building principal or designee.
- F. At least one staff member attending the field trip shall be designated as the individual responsible for bringing emergency contact information for students attending the trip.
- G. The Transportation Department shall be consulted at least two weeks in advance of the scheduled field trip, if possible. The Transportation Department shall be informed of the requested time of departure from the school and from the field trip location. Arrangements shall be made for the transportation of students with special mobility needs.
- H. The Food Services Department shall be consulted at least two weeks in advance if students will have an opportunity to purchase a bagged/boxed lunch, if possible.
- I. The appropriate District staff members are expected to properly prepare their students for the field trip. Behavior expectations shall be clearly communicated to students in advance.

General Procedures and Rules for Field Trip Chaperones

- 1. Whenever a building principal or designee determines that adult assistance is needed for a field trip over and above the school staff assigned to the trip, the principal or designee has discretion to request that a set number of parents/guardians accompany students as chaperones on a particular field trip.
- 2. Parents/guardians of students with disabilities or their authorized designee may attend trips with their child to provide services that would otherwise be provided by nursing staff as per the student's IEP or 504 Plan. The parent's/guardian's authorized designee may not be a District employee, student or person under the age of 18.

3. Parent/guardian chaperones attending field trips are expected to assist the entire class, not just their own child, unless it has been arranged in advance for the parent/guardian to accompany their own child to provide services that would otherwise be provided by a staff person such as a nurse as part of the student's IEP or 504 Plan.
4. Parent/guardian chaperones shall refrain from disruptive conversation and from disruptive interaction with children or staff during field trips.
5. Chaperones are required to submit background check certifications to the extent required by Board Policy 1300 (Volunteers).
6. Chaperones that do not effectively carry out their responsibilities on a particular field trip or otherwise meet expectations may be disqualified, at the discretion of the building principal or designee, from future service as a field trip chaperone.
7. Chaperones are required to adhere to all provisions detailed in Board Policy and Administrative Regulation 1300 (Volunteers).

Trip Modifications / Cancellation

When plans for an approved trip change for any reason, the following persons are to be notified as soon as possible: the teacher requesting the trip, the principal approving the trip, and the Transportation Department.

If a trip is cancelled, monies that are refunded to the District will be returned to the original payees (i.e. parents/guardians). The taxpayers of the District cannot be financially responsible for expenses incurred due to unforeseen cancellations of field trips.

Insurance

Before a staff member and/or chaperone or volunteer transports students on school business in their own car or another private motor vehicle, it is the responsibility of the building principal or supervising administrator to have the staff member and/or chaperone or volunteer present a "Certificate of Insurance" from their insurance company or agent specifying the following limits of liability:

Bodily Injury Liability for Each Person	-
	\$100,000.00
Bodily Injury Liability for Each Accident	-
	\$300,000.00
Property Damage Liability for Each Accident	-
	\$ 10,000.00
Or Combined Single Limit of Liability	-
	\$300,000.00

Principals and supervising administrators are to keep these "Certificates of Insurance" on file in their offices and to maintain a constant check of staff members and/or chaperones or volunteers who transport students to insure that they meet these minimum limits of liability. In the event a "Certificate of Insurance" is not available, a copy of the Declarations page showing the vehicle, policy period and limits of liability is acceptable.

When contracted bus service is required, it is the responsibility of the building principal or supervising administrator to insure the appropriate insurance coverage is in force at the time of use.

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Revised: April 1, 2019

Model School Field Trip Proposal Form

This form must be submitted to the building principal at least one month prior to the proposed field trip.

Date Submitted ____/____/____

Date of Field Trip ____/____/____

Teacher Submitting Proposal: _____

Grade Level of Students: _____

Number of Students Participating _____

Place(s) to be Visited: _____

Destination & Length of Trip: _____ / _____
City - State / Mileage (One way)

Time and Place of Departure: _____

Time and Place of Return: _____

Transportation: (please check)

____ School Bus Bus Company Name _____

____ Charter Bus Bus Company Phone (____) _____

What financial implications are there for the parent/guardian, student and school?

Will any students not participate? If yes, explain:

____ Estimated cost per student (including transportation, meals, admission fees, etc.)

Have safety and proper behavior been discussed with students? (Circle) YES NO

Educational purpose(s) of the field trip: _____

Summary of learning activities prior to the field trip:

Summary of field trip activities: _____

Summary of planned follow-up activities: _____

List field trip chaperones/supervisors. Parents/Guardians or other adults may be required to obtain background check and child abuse certifications in accordance with Board Policy 1300 (Volunteers):

Parents/Guardians or Adults

Teachers/School Personnel

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Has the school nurse been consulted to determine appropriate arrangements for students with health needs or potentially requiring emergency medication? (Circle) YES NO

Will a school nurse be attending the field trip? (Circle) YES NO

If NO, attach a separate sheet of paper listing each student with health needs or potentially requiring emergency medication and the accommodations that are in place for each student. (i.e. adult designee of parent (non-employee) will attend and administer medication; student will self-administer, if authorized and performed in accordance with Board Policy; etc.)

Please attach copies of the parent/guardian permission slip and the written description of the field trip that will be sent to parents/guardians.

Approve / Disapprove Date _____

Building Administrator Signature _____

Model Permission Form for One Day Field Trips

My child, _____ grade _____, homeroom _____, has my permission to participate in the field trip to _____ on _____.
(location) (date(s))

Insert description of trip, including:

- general description of trip
- time of departure and return
- mode of transportation
- provisions for supervision and ratio students to chaperones
- identify chaperones
- any special considerations or instructions
- cost

In granting this permission, I understand that my child is required to abide by all ___ school and Tredyffrin/Easttown School District rules and codes of conduct as a condition for participation in this field trip. I have discussed this condition with my child and represent that they agree to this condition. Tredyffrin/Easttown School District will not be responsible for non-fundable monetary deposits lost due to the cancellation of this trip for any reason.

Include the following for Conestoga High School students:

If my child is over the age of eighteen (18) years, they assent to the above and to abide by all Conestoga High School and Tredyffrin/Easttown School District rules and codes of conduct as a condition for participation in this trip as witnessed by their signature.

Signed: _____
(Parent/Guardian)

Address: _____

Phone (day): _____

Phone (home): _____

Signed: _____
(Student – If 18 or Older)