

Chester County School District Field Trip Guidelines 2017-2018

Field Trip Request Form (Day Trips)

- The Principal will approve all day trips.
- Principals, please do not sign if all information on the form is not included.
- All trips require a 1:10 chaperone/student ratio. For groups of male and female students, the school board recommends both male and female chaperones.
- Submit (typed) electronically to Leslie Jacobs at least one week in advance of the trip.
- If there are any errors, the Principal will be notified.
- All forms related to field trips are available on the district website. Click on Departments, then Instruction. Scroll down to the bottom right side.

Overnight/Event Request Form

- The Superintendent/designee must pre-approve all overnight trips before sending to board for final approval.
- Principals, please do not sign if all information and attachments are not included.
- Submit to Leslie Jacobs at least two weeks prior to next school board meeting all information to be included for the school board. Required information is listed on the form and all boxes must be checked to verify information is included. Overnight form must be typed, but packet can be submitted via courier.
- Overnight accommodations must include: name, address, and telephone number of hotel/place residing overnight.
- All trips require a 1:10 chaperone/student ratio. For groups of male and female students, the school board requests both male and female chaperones.
- All airline requests must be pre-approved by the Superintendent.
- All forms related to field trips are available on the district website. Click on Departments, then Instruction. Scroll down to the bottom right side.

Private Passenger Questionnaire for Field Trips

- Must be signed by the owner of the vehicle or the person signing the rental agreement.
- Please read carefully Jacob's Law regarding the use of vans for transporting students.
- For rental vehicles, please contact Becky Crouch at 581-9537 for district liability information. She must receive request at least 24 hours in advance to contact insurance company and receive print-out to submit to rental company.
- Submit the Private Passenger form (typed) electronically to Leslie Jacobs.

Non-Preferred Travel Dates:

December 18 - 20, 2017

State testing dates will be non-preferred starting one week prior to testing and ending on the last make-up date.

Cut-off Travel Date:

May 25, 2018

****See attached Field Trip Policy IJOA and Administrative Rule IJOA-R.***

FIELD TRIPS

Code **IJOA** Issued **8/16**

Purpose: To establish the board's vision and the basic structure for conducting student field trips.

The board defines a field trip as any learning activity which a school sponsors, approves, and supervises and which requires the student(s) to leave the school grounds. Regularly scheduled academic, athletic, and band events do not follow the procedures outlined in this policy. The principal will approve schedules for all athletic and band events unless the event/trip requires an overnight stay.

Instructional staff may request that field trips which directly relate to concepts and objectives of the approved curriculum for the particular subject area, club, or grade level be scheduled as part of the instructional day. Field trips, like any other instructional activity, must be wisely chosen, thoroughly planned, and carefully conducted. Sponsors of field trips must give special attention to clarifying the purposes and objectives of a field trip and to providing meaningful follow-up discussion and activities after the trip.

Field trip participants will follow applicable administrative rules (see IJOA-R).

Adopted 5/11/70; Revised 3/7/87, 9/9/03, 8/15/16

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 59-19-117 - Background checks.
2. Section 59-67-510 - Use of transportation equipment for special events, office of Adjutant General and armed services reserve component functions and other educational purposes.

B. State Board of Education Regulations:

1. R43-80 - Operation of public pupil transportation services.

FIELD TRIPS

Code **IJOA-R** Issued **8/16**

The board provides the following guidelines to outline responsibilities and procedures involved in planning and conducting field trips.

Basic Procedures

The school principal must approve all field trips lasting one day or less.

The superintendent or his/her designee and school trustees must approve all overnight trips. He/She will seek the recommendation of the principal of the school involved. Sponsors must submit a request for such overnight trips far enough in advance to permit enough time for study prior to final action.

Each student who goes on a field trip must have written parental permission.

Sponsors may ask students to pay all or part of the expenses of field trips provided arrangements can be made for the payment of trip expenses for those unable to do so.

Students must be in good standing at their respective school (i.e., not be suspended or expelled) in order to participate in the activity.

Supervision of Field Trips

A field trip will be under the direct supervision of a school-certificated employee. The employee may ask parents/legal guardians to serve as chaperones. The employee will brief chaperones before each trip as to their responsibilities.

The number of chaperones must be adequate for the type of group and the nature of the activity.

- There will be at least one chaperone for each 10 students.
- For groups of male and female students, the board recommends both male and female chaperones.
- A minimum of one adult will ride in each vehicle.
- Trips that are long, overnight, or of an unusual nature may require more than the usual number of chaperones. The principal will determine this number.
- The teacher is the only person who may supervise high school classes involved in work experiences.

Principal Responsibility

The principal will do the following:

- Assume responsibility for a field trip as he/she would for any other aspect of the instructional program.
- Thoroughly screen each field trip request to determine a direct relationship between the learning objectives of the trip and the concepts and objectives of the subject area.

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- Approve field trips lasting one day or less.
- Submit to the superintendent's designee on the proper form any request for trips that require board approval.
- Submit to the appropriate district personnel on the proper form any request for use of the district activity/state-owned buses.
- Take care to assure that the number of teachers to be away from school will not substantially disrupt the instructional programs for those students who remain at school.

Parental Consent

Sponsors of field trips must obtain final approval for a field trip prior to the distribution of parental consent forms for the field trip.

Each student making the field trip will be required to present a parental consent form.

For seasonal activities with regular schedules, athletes, cheerleaders, and band and music members may obtain one standard seasonal permission covering these events. (The form required by the South Carolina High School League will meet the requirements of this provision.)

All students and district employees will show proof of accident and health insurance coverage.

Teacher Responsibility

The teacher will do the following:

- Be thoroughly familiar with the policies and administrative rules governing field trips.
- Plan and discuss with the principal, well in advance, his/her interest in providing a field trip.
- Submit the formal request for a trip to the principal on the proper form and with sufficient time for study and discussion.
- After the principal approves the request, make a list of all participants and parent/legal guardian telephone numbers.
- Submit completed permission forms and a copy of the list of participants to the principal who will file them for a reasonable time.
- Be sure that a student who does not participate (whether by parent/legal guardian or school decision) has appropriate activities and supervision at school during the absence of the group from school.
- If a substitute teacher is required, submit a professional leave form.
- Provide supervision to assure proper conduct and safety of the students.
- In the event of any unusual circumstances occurring on the trip, submit to the principal a written report stating all pertinent facts as soon as possible.

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Transportation

The board encourages groups to use district activity buses or state-owned vehicles when possible. If not possible, groups should use commercial carriers. Groups must not use private vehicles without special permission. Students will not drive private vehicles.

Requests for district activity/state-owned buses must be submitted promptly and on the approved forms.

Adults licensed to drive state-owned buses must drive the activity buses.

The teacher will assist the bus driver in enforcing all rules and regulations pertaining to safe use of school buses.

Cost Factors

Whenever entrance fees, food, lodging, or other costs are involved, the student will pay unless otherwise stipulated by the school board. The district/school/other must make arrangements to pay for those unable to do so. Exceptions to this rule may be approved by the principal, with final approval by the board or its designee (i.e., out of state, foreign travel).

Issued prior to 1974; Revised 3/7/87, 9/9/03, 8/15/16