

## ADMINISTRATIVE PROCEDURE

### STUDENT TRIPS: DAY AND OVERNIGHT

6153

Procedure No.

January 30, 2019

Date

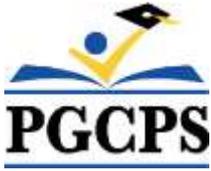
- I. **PURPOSE:** To provide information to administrators, teachers and staff for implementing the Board Policy for field trip activities.
- II. **POLICY:** The Board of Education recognizes field trips as an integral part of the instructional program. Field trips provide educational experiences beyond the school environment that support, enhance and extend classroom instruction and curriculum at all levels. (Board of Education Policy 6153)
- III. **BACKGROUND:** Field trips should provide enhanced educational opportunities beyond the school environment that extend classroom instruction.
  - A. These procedures apply to class and student organization activities away from the school building under the following categories: (1) Day trips and (2) Overnight trips. These procedures include the process for trip approval, student safety and supervision requirements, transportation and financial arrangements.

Guidelines for student trips that involve foreign travel or international exchange programs are found under Administrative Procedure 6153.1.

B. **Exceptions:**

The following types of programs or activities are not considered to be student trips for purposes of this Procedure. However, parental notification and written consent are still required for student participation in the program/event:

1. Participation in a continuing program or continuing activity which requires the student to be regularly absent from the school property for a specified portion of certain school days for the minimum of one grading period, or longer, and for which written parental permission had been obtained prior to the commencement of the continuing program activity. Examples include work-study programs, independent study programs, dual enrollment, vocational-technical training programs, peer and/or cross-age tutorial programs.
2. Board of Education authorized trips to the Schmidt Outdoor Education Center, Ferguson Farm, Camp Pecometh, Howard B. Owens Science Center, or similar PGCPS-owned facilities.
3. Walk-a-thons, bike-a-thons or similar programs where the student's participation is affiliated with the public school and where the scheduled activity does not interfere with the regular school day. The sole purpose of the activity must be the raising of funds for a recognized charitable cause previously approved by the Principal.



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4. Parades or marches scheduled as part of a school’s annual homecoming.
5. Off-campus commencement and/or promotion exercises and proms.

#### IV. TABLE OF CONTENTS:

For ease of reference, this procedure is outlined as follows:

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#### V. **DEFINITIONS:**

- A. *Field Trip* is any activity or excursion with students away from the school building, under sponsorship of the school and under the guidance and supervision of professional staff members.
- B. *Overnight Trip* is any field trip that requires an overnight stay/lodging for students.
- C. *Sponsoring Teacher/Supervisor* is a professional member of the school or central office staff who is directly responsible for the planning of a trip. Only one sponsoring teacher/supervisor may be assigned for a field trip.

For purposes of this procedure, long term substitutes and temporary staff may not be designated as the sponsoring teacher/supervisor, but may participate as field trip chaperones, as provided further below.

- D. *Chaperone* is a PGCPS staff member or responsible adult volunteer who agrees to participate with the sponsoring teacher/supervisor for the field trip.
- E. *Travel/Destination Management Company* is a business travel agency that manages an organization's travel requirements. The agency must be a pre-approved PGCPS vendor.

#### VI. **GENERAL PROCEDURES FOR ALL STUDENT TRIPS**

##### A. **Considerations For Developing A Field Trip Proposal**

1. The objectives of the trip must be specifically related to the instructional program or regularly scheduled extracurricular and co-curricular activity. Lesson plans addressing pre- and post-trip instructional activities prior and subsequent to the trip shall be provided.
2. Principals are responsible for monitoring the number of field trips taken by staff. Generally, a sponsoring teacher/supervisor may not sponsor more than one field trip per semester. However, a principal may approve more trips that are related to specific curriculum and program requirements. The frequency of the trips may not negatively impact student participation in regularly scheduled instruction or educational programming at the school.
3. Student participation in field trips shall be voluntary, unless it is required as part of an instructional program, team performance or group membership. For performance



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assessments that are part of the instructional curricula and stated on the class syllabus, student participation is expected unless documentation is provided stating otherwise from a parent/guardian and/or school official.

4. Any student not participating on a student trip is expected to attend school. Alternative educational experiences shall be provided for those eligible students who do not participate in the trip.
5. Schools may not exclude students from participation in field trips due to the parent/guardian's inability to pay. Efforts must be made to permit maximum participation by interested and qualified students, and to notify parents/guardians that students will not be denied an opportunity to participate in the field trip due to economic circumstances.
6. All students regardless of disability must be provided an opportunity to participate in field trips. Attendance of a parent/guardian may not be required for a student with a disability to participate.
7. Teachers not participating on the trip should be given notice of the proposed field trip once it is approved, for instructional planning purposes.
8. Students may not be denied the opportunity to attend a field trip as a disciplinary consequence, unless the student has been suspended or expelled, as provided under the Student Rights and Responsibilities Handbook. Attendance of a parent/guardian may be encouraged but is not required for a student to participate.

The Student Intervention Team (SIT) and Student Support Team (SST) process under Administrative Procedure 5124 may be used to meet with the parent(s) in advance and document strategies to address concerns about the student's behavior and participation in the field trip.

9. Students participating on a field trip during school hours are permitted to make up any school work missed and their absence from class for any approved field trip should not be recorded as an absence from school.
10. School-sponsored field trips shall not be planned to occur in June, July or August. Exceptions shall be subject to approval by the Area Associate Superintendent.

### **B. Chaperone Requirements**

Schools are responsible for ensuring a sufficient number of chaperones for trips as outlined in this procedure.



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### 1. PGCPS staff required as chaperones:

- a. At least one-half of the chaperones participating on a student trip must be PGCPS staff.
- b. If a waiver is needed from this requirement, the principal must submit an alternative plan to address adequate coverage and submit to the Instructional Director for approval.

### 2. Chaperone/student ratio for field trips:

- a. Early Childhood Centers, Pre-Kindergarten and Kindergarten – One (1) chaperone to every four (4) students.
- b. Elementary School – One (1) chaperone to every ten (10) students.
- c. Middle School – One (1) chaperone to every ten (10) students.
- d. High School – One (1) chaperone to every fifteen (15) students.
- e. Overnight – One (1) chaperone to every five (5) students.

### 3. Chaperone Eligibility

- a. Schools are responsible for ensuring a sufficient number of chaperones for trips as outlined above.
- b. To serve as a chaperone, the following requirements, as outlined in Administrative Procedure 4216.6, Volunteer Services, must be met:
  - i. Prospective volunteers (chaperones) must undergo a PGCPS fingerprint background check and child protective services clearance at least 15 business days before the activity.

In addition, they must complete the child abuse and SafeSchools volunteer orientation training at least 7 business days in advance of the volunteer activity.

- ii. The prospective volunteer (chaperone) must provide a copy of the background check receipt and completion certificates for the SafeSchools training to the school office for record keeping and audit purposes. Each school must maintain a copy of the background check receipts for an approved volunteer.



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- iii. Any parent/guardian who needs assistance covering the cost of a fingerprint background check, and whose child(ren) qualify for free and reduced priced meals, may request waiver of the background check fee by providing a copy of their eligibility letter from the PGCPS Department of Food and Nutrition Services to the Fingerprint Office.
- iv. The prospective volunteer (chaperone) must review and adhere to provisions of Administrative Procedure 4218, Dating and Sexual Relationships Among Students and Employees, Independent Contractors, and Volunteers; and Administrative Procedure 4219, Inappropriate Relationships Among Students and Employees, Independent Contractors, and Volunteers.
- c. Chaperones are expected to complete all volunteer requirements and pay field trip costs.

#### D. Field Trip Packet:

The sponsoring teacher/supervisor is charged with preparing the packet for submission to the principal. (See Attachment 7 for checklist.) Field trip packets must contain the following items:

1. Completed Field Trip Request Form (Attachment 1).
2. Lesson Plans for trips, except for competitions and performances, systemic events that are part of the county master plan, and band adjudications that are part of teacher and student performance assessments and have been approved by the Chief Academic Officer and/or a designee.
3. Letter of invitation, registration or approved memorandum for competitions and performances, systemic events that are part of the county master plan, and band adjudications that are part of teacher and student performance assessments and has been approved by the Chief Academic Officer and/or a designee.
4. Student permission slip provided to parents/guardians. A template with required language for all student trip permission slips is provided in Attachment 2 (day trip) and Attachment 3 (overnight trip).

All permission slips shall be retained in the school for a minimum period of three years accruing from the date of the trip. Schools may be directed to retain a copy of a permission slip for a longer period by the Office of Risk Management or Office of General Counsel, if needed for an alleged injury or claim for damages arising from the field trip.



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5. Approved transportation carrier information, as detailed on page 10 of this procedure. This information shall include the PGCPS E-ticket or approved commercial bus carrier contract signed by the principal and/or sponsoring central office supervisor (i.e. supervisors of competitions, performances, systemic events as part of the county master plan and band adjudications).
6. Chaperone information form (Attachment 5) and receipt of background check. Final chaperone lists must be submitted for approval within one week of the field trip.
7. Participating student contact information (see Attachment 6).
8. Student Medical Information. Parents must be provided with a copy of the Emergency Medical Treatment Authorization Form (see Attachment 4), the Fact Sheet for Medication at School (see Attachment 9) and the Prescriber's Medication Order Form for any medications that need to be administered on school trips (see Attachment 10).

#### E. Additional Requirements Based on Type of Trip

In addition to meeting the requirements outlined above, the following additional requirements apply based on the type of trip.

##### 1. Overnight Field Trips:

- a. If the place of overnight lodging is a commercial enterprise charging a fee for overnight lodging, it must have a minimum rating of one "diamond" or better on the listing annually published by the American Automobile Association.
- b. Chaperones supervising the overnight lodgings must be of the same gender as those being housed in the same room.
- c. The sponsoring teacher must submit a room occupancy plan to the Area Associate Superintendent 30 days prior to trip.
- d. Chaperone orientation training must include information regarding appropriate conduct and boundaries between staff and chaperones. Adults must be vigilant and refrain from otherwise legal conduct, including drinking, while serving as chaperones on a student trip.
- e. No overnight student trip may be scheduled beyond the Metropolitan Area of the District of Columbia unless a group accident/travel insurance policy is obtained by the sponsoring teacher/supervisor or the travel agency arranging for the student trip. The insurance coverage must include all trip participants, cover the anticipated student trip period and be part of the prior stated per-pupil cost of the student trip.



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#### 2. Interscholastic Athletics trips must meet the following additional requirements:

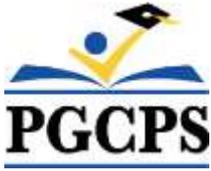
- a. The trip must be listed on the Prince George's County Public Schools approved master athletic schedule and/or Leagueminder per Maryland Public Secondary Schools Athletic Association (MPSSAA) Regulations.
- b. Teams must travel via an approved mode of transportation as outlined in this procedure or have students transported by their parent/legal guardian.
- c. Athletic trips must be approved by the Principal and the Coordinating Supervisor of Interscholastic Athletics or his/her designee prior to submission to the Area Instructional Director.
- d. Trips that fall under the following criteria must fill out field trip paperwork:
  1. Overnight trips;
  2. Trips that result in the team missing instructional time, unless the team is part of (1) a PGCPS League Athletic Event; or (2) MPSSAA Playoffs; or
  3. Events, such as competitions and tournaments, that are outside of the master athletic schedule and/or Leagueminder per Maryland Public Secondary Schools Athletic Association (MPSSAA) Regulations.

#### 3. Music trips must meet the following requirements:

The Board of Education recognizes that musical groups may, from time to time, be required to perform at a location other than the musical group's home school. All trips taken from the home school shall be deemed to be student trips subject to this procedure, as well as Administrative Procedure 6124.1, General Vocal and Instrumental Musical Group Performances.

#### F. Submission Timelines and Approval Routing:

1. Field trip packets are due according to the established time parameters below. Failure to adhere may result in the denial of the requested trip. Field trips are not considered received until all documents are complete and in compliance with this procedure.
2. Notification of Approval - Area Instructional Directors will provide email notification to principals regarding the approval/denial of field trip requests. School personnel seeking the approval status for field trips should contact the principal or their designee prior to contacting the Area Instructional Director.



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3. Exceptions:
  - a. Schools may not be denied the opportunity to participate in state level and/or systemic events, i.e. music, if the notification/invitation to the event falls under the 60 day notice. Instructional Directors will notify the music/performing arts supervisor of the approval/denial of event.
  - b. If a school is seeking permission to attend a field trip sooner than 60 days, the sponsoring teacher/supervisor must submit a statement explaining the unique circumstances that warrant applying an exception to the rule for good cause.
  
4. Once a trip is approved, the sponsoring teacher/supervisor must notify:
  - a. The school nurse of the participating students and the date, time, place and length of the trip at least thirty (30) days in advance, or as soon as approval is received if less than 30 days. If a school does not have an assigned nurse, the school principal or designee should contact the Office of School Health and request to speak with the nurse manager for their school; and
  - b. The cafeteria food service manager for adjustments that may be required with meals ordered for the day of the field trip;
  - c. Colleagues and staff responsible for recording student attendance to ensure that students are not incorrectly coded in SchoolMax as absent.

	Field trip packet is due <i>at least</i> ....	Packet must be reviewed and approved by...
<b>Day trips</b>  <i>Student trips that do not exceed one day and are not overnight</i>	60 days prior to the trip (recommended)  30 days prior to the trip (required)	a. Principal b. Instructional Director
<b>Overnight trip</b>  <i>Student trips that are overnight within the continental United States</i>	60 days prior to the trip (recommended)  30 days prior to the trip (required)	a. Principal b. Instructional Director c. Area Associate Superintendent
<b>Athletic Trips</b>	Six weeks in advance and must include the MPSSAA play schedule in the trip packet	a. Principal b. Instructional Director c. Area Associate Superintendent



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#### VII. TRANSPORTATION

- A. Transportation shall be by an authorized public carrier. Arrangements for transportation for student trips must be made by the local school. When a PGCPS bus is required, procedures established by the Transportation Office are to be followed. If a bus with a lift is required, arrangements must be made in advance.
- B. Schools are strongly encouraged to use a PGCPS school bus for approved activities. If use of a PGCPS bus is not feasible due to the time of the event, distance to travel or other factors, a school may contract with an approved commercial carrier.

However, schools may not authorize the use of Uber, Lyft or other ride-sharing services for student transportation to or from a field trip.

- C. If transportation is to be provided by a tour promoter or a travel agency, the Purchasing Department shall make a thorough investigation of the vendor's reliability and shall include in the Approval Packet documented evidence of the following:
1. The firm's membership in trade associations, such as the Air Traffic Conference of America, International Air Transportation Association, or the American Society of Travel Agents;
  2. Contingent liability insurance coverage by the firm to ensure students of refunds if the promotor defaults;
  3. Confirmation of the firm's credit by the better Business Bureau of the Chamber of Commerce in the city where the vendor's office is located; and
  4. Direct correspondence from at least two schools or organizations which have used the firm's travel services and recommend it.
- D. If transportation cost per student is more than twenty-five (\$25.00), checks by parents should be made directly to the order of the school, unless a travel agency is handling the travel arrangements.
1. If a travel agency is handling the travel arrangements, the school will notify parents in writing with the name of the travel agency and relative costs associated. Checks by parents should be made to the order of the travel agency.
  2. All written notifications to students and/or parents of the trip shall specifically include, in **BOLD PRINT OR TYPE** that in the event of cancellation, the Board of Education of Prince George's County shall assume no responsibility or liability for the failure of any travel agency or other source having assumed the responsibility of making travel



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arrangements, failing to issue refunds, in whole or in part, to the students originally anticipated to participate in the student trip.

- E. Only students, teachers, supervisors and chaperones are authorized to ride on any transportation carrier used for field trips.
- F. Parents of participating students may only transport their child to field trip event(s). Transporting other students is strictly prohibited.
- G. Students with disabilities may not be prevented from attending field trips because of the need for specialized transportation.

#### **VIII. FINANCIAL ARRANGEMENTS: TRIP COSTS AND COLLECTION OF FUNDS**

- A. No funds may be collected until the field trip has been fully approved by the Area Office.
- B. Under no circumstances may a sponsoring teacher/supervisor accept a deposit of funds from more participants in a trip than the sponsoring teacher/supervisor has space allocations on the carrier chosen to transport the participants on the trip.
- C. The price of any trip shall be reasonable and restricted to the actual costs of the field trip.
- D. All funds collected for the trip must be deposited with the school financial secretary on a daily basis.
- E. Any student having previously paid to participate on the field trip and unable to proceed on same, irrespective of cause, shall not be entitled to a refund of monies previously paid unless: (1) a student “standby” is prepared to pay and go in his/her place; and (2) the sponsoring teacher/supervisor determines that the issuance of a refund will not cause an increased expense to the remaining student participants.
- F. No contract with any tour operator, airline, railroad, or other transportation carrier, hotel, motel, or other place of lodging may be signed until all necessary approvals have been obtained, as set forth in this procedure.

Those approvals include contract review by the Purchasing Department and Risk Management Office, as necessary, before the contract is signed.

- G. If any student trip (including transportation costs) is to be funded by Board of Education funds, in whole or in part, the trip shall be properly identified in the annual Budget of the Board of Education of Prince George’s County.



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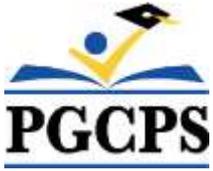
1. The Principal shall be notified as early in the fiscal year as reasonable of the amount of budgeted funds available for such purposes.
  2. The original notification to students and parents of the field trip is to include notice of the fact that the student trip is funded, in whole, or in part, through budgeted funds of the Board of Education of Prince George's County.
- H. If any student trip is to be funded by local school originating funds, in whole or in part, information to that effect must be included in the original notice to students and parents.
- I. Solicitation by individual students, chaperones or community supporters of the student trip of funds for the purpose of subsidizing the cost of any student trip may only be conducted under the following circumstances:
1. The sponsoring teacher/supervisor shall advise the Principal that solicitation of funds may be needed to help subsidize the student trip costs;
  2. The trip is for students to participate in a recognized competition, tournament or performance convened by an international, national or regional sponsor or tournament committee;
  3. The sponsoring teacher/supervisor identifies the fundraising goal and the manner in which the solicitations are to take place; and
  4. Solicitations may not be through the means of raffles, lotteries or other similar games or opportunities of chance where prizes may be awarded as a result of the donation.

#### IX. **PROHIBITED AND HIGH RISK ACTIVITIES:**

##### A. **Prohibited Activities**

Due to the nature of the activity or potential liability for PGCPS, the following activities are not allowed for student trips or school sponsored events:

1. Activities involving weapons, whether real, look alike or antique
2. Activities that suspend or elevate participants
3. Aircraft rides (other than commercial transportation)
4. Amusement Parks (except for the purpose of performance adjudication for vocal, choral or instrumental music groups. Students will not be permitted to engage in amusement park or water activities, and parents will have to sign a waiver to this effect.)
5. Bike races
6. Bungee jumping, runs



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7. Car bashing or similar activity
8. Car washes
9. Carnivals, circuses, or similar traveling shows
10. Caving or spelunking
11. Contact karate, boxing
12. Dodgeball
13. Extreme sporting events
14. Helicopter rides, landings on school property
15. Hot air balloon rides/exhibits
16. Hover boards
17. Jet skiing
18. Jousting
19. Laser tag, paint ball and similar activities
20. Mechanical amusement equipment
21. Mechanical bull riding
22. Motorcycling
23. Ocean sports (surfing, snorkeling, scuba diving)
24. Participation in events coordinated by private organizations in the community
25. Polar Bear Plunge and like events
26. Pool parties
27. Pyrotechnical events
28. Rock climbing, rappelling
29. Rodeo and roping events
30. Skateboarding
31. Skydiving (Indoor/Outdoor), parasailing
32. Snow caving
33. Student use of scaffolding and lifts (unless required to accommodate ADA students/visitors)
34. Swimming and related water activities, except for the "Make A Splash" Program
35. Trampolines, unless part of the Physical Education program
36. Tug of war
37. Use of arcade/video games with violent images
38. Water Skiing



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#### **B. High Risk Activities: Further Review Required**

The activities listed below are considered high risk and require further review by the Risk Management Office prior to participation:

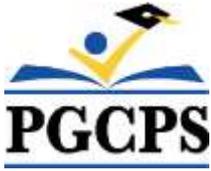
1. Adventure/Obstacle courses
2. All Inflatables, including moon bounces
3. Boating
4. Carnival Amusement Equipment/Games (e.g., ferris wheel, roller coaster)
5. Domestic pets, animal shows, training classes, obedience classes, or exhibits on school grounds
6. Dunk tanks
7. Ice skating
8. Roller Skating/Rollerblading
9. Snow boarding
10. Snow, cross country skiing, tubing
11. Therapeutic horseback riding/pony rides
12. Tobogganing
13. Use of school for overnight events
14. Velcro/Sticky or other climbing walls
15. Whitewater rafting and float trips

C. The Risk Management Office is available to provide additional guidance to staff who have questions about the activities listed in section A and B or have questions about an activity not listed in this procedure.

D. Sponsoring teacher/supervisors and principals are strongly advised to contact the Purchasing Department before signing a contract for a school sponsored activity, even if the contract is with an approved vendor. Signing the contract without prior review may inappropriately increase the school system's or the employee's liability for any damages or injuries that may occur on the trip.

#### **X. COMMUNICATION BETWEEN STAFF, CHAPERONES AND STUDENTS**

A. PGCPS recognizes that staff may need to communicate with students and chaperones during some field trips via phone and/or text messaging. Staff may not use personal, non-PGCPS accounts or devices - such as cell phones, tablets and computers - to text, email or otherwise communicate with students without a supervisor or manager's prior approval, or provide students with private cell phone numbers or email addresses.



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- B. Instead, employees should use Class Dojo, Remind or another PGCPS-approved group application to communicate with students and parents via phone, text or email.

For additional guidance, please refer to Administrative Procedure 4126, Employee Use of Social Media, and Administrative Procedure 4219, Inappropriate Interactions Among Students and Employees, Independent Contractors and Volunteers.

#### **XI. STUDENT SEARCHES ON FIELD TRIPS**

- A. In accordance with section 7-308 of the Education Article, Annotated Code of Maryland, student searches on field trips may **only** be conducted by a principal, assistant principal, or teacher if there is reasonable belief the student has possession of an item which is a criminal offense or is in violation of another state law or Board policy or administrative procedure and a third person is present during a student search.
- B. In order to conduct a student search under this section, the principal must provide training on how to conduct student searches and designate in writing the teacher(s) who are authorized to conduct student searches on the field trip.
- C. Following a student search, the principal, assistant principal, or teacher shall contact an administrator and notify the student's parents to inform them of the search conducted and any follow up required.

#### **XII. BEFORE YOU GO: FINAL CHECKLIST FOR SPONSORING TEACHER/SUPERVISOR**

At least seven (7) calendar days prior to the field trip, the sponsoring teacher/supervisor shall be responsible for the following:

- A. Furnish the Principal with a final list of scheduled student participants. At that time, the trip shall be deemed to be "closed" to any other students. If a participating student provides a cancellation notice within the seven day period, another student on the standby list may be provided an opportunity to participate on the trip if the requisite paperwork and payments (if any) have been submitted.
- B. Confirm receipt of all space allocations in writing at least five (5) calendar days prior to the scheduled departure date of the trip.
- C. Review with chaperones their expectations for supervising students, itinerary and activities planned on the trip, and emergency procedures. All chaperones must agree to remain on-site until all students have been picked up.



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- D. Develop an alternative plan for notifying concerned parties (transportation, students, and chaperones) to deal with delayed openings and trip cancellations.
- E. Provide parents/guardians with specific written information about the objectives of the trip, costs, and transportation arrangements, including departure time and approximate time of return.
- F. Prepare an emergency information roster by bus number and provide a copy for both the sponsoring teacher/supervisor and principal. Information must include the name, address, home/cell, and work phone numbers of parents/guardian for each student involved in the trip.
- G. Provide a complete list of participating chaperones and their contact information.
- H. Meet with the school nurse at least two (2) days prior to the trip to review medication administration instructions and safe storage of medication(s) on field trip.
- I. On field trip departure day, collect medications from the school nurse and return at the end of the trip. Keep binder on hand during the field trip with copies of student medical forms. Complete documentation immediately following the administration of medication(s) or upon return of trip (see Attachment 8).
- J. Review emergency procedures; e.g. an accident involving student(s), separation from the group, etc.
- K. Review expectations for responsible student/chaperone behavior, i.e. bus behavior, group and individual courtesy, following directions and the Code of Student Conduct.
- L. Maintain list of the home/cell telephone numbers of all of the local school administrators.
- M. In the case of overnight trips, maintain copies of the Emergency Medical Treatment Authorization Forms (Attachment 4 to AP 6153), the Emergency Roster and the Room Occupancy Plan.
- N. Ensure that all movies being shown on school field trips, including those from a video rental store, public library, or privately owned by a teacher or chaperone, are age-appropriate. All movies to be shown on all Field Trips must be approved by the Department of Curriculum and Instruction and schools must occupy a public site license to display movies.

### **XIII. MONITORING AND COMPLIANCE:**

- A. Principals are responsible for monitoring the number and purpose of field trips taken by staff, as well as the sponsoring teacher/supervisor's adherence to these procedures.



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B. Each school must maintain:

1. A copy of the volunteer background check receipts and completion certificates for the SafeSchools training for a minimum period of three years from the date of the trip; and
2. All permission slips for student participation on trips for a minimum period of three years from the date of the trip, unless directed to retain copies for a longer period by the Office of Risk Management or Office of General Counsel.

C. Area Instructional Directors will provide notification to principals regarding the approval/denial of field trip requests and review allegations regarding non-compliance with these procedures.

D. The Chief of School Support and Leadership will review overnight field trips for compliance with procedures.

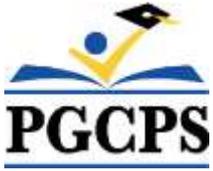
#### **XIV. RELATED POLICIES AND PROCEDURES:**

Board Policy 6124.1, *General, Vocal and Instructional Musical Ensemble Performances*;  
Board Policy 6153, *Field Trips*;  
Board Policy 5135, *School-Based Fund Raising*;  
Board of Education Policy 0106, *Volunteer Services*;  
Board of Education Policy 4400, *Inappropriate Relationships between Students and Employees, Volunteers and Contractors*.

Administrative Procedure 6124.1, *General, Vocal and Instructional Musical Group Performances*; Administrative Procedure 5135.1, *Fundraising*;  
Administrative Procedure 4126, *Employee Use of Social Media*;  
Administrative Procedure 4216.6, *Volunteer Services*;  
Administrative Procedure 6153.1, *Student Field Trips Involving Foreign Travel and International Exchange Programs*;  
Administrative Procedure 5145, *Child Abuse and Neglect Reporting*;  
Administrative Procedure 4218, *Dating and Sexual Relationships Among Students and Employees, Independent Contractors and Volunteers*;  
Administrative Procedure 4219, *Inappropriate Relationships Among Students and Employees, Independent Contractors and Volunteers*

**XV. MAINTAINANCE AND UPDATE OF THIS PROCEDURE:** This Administrative Procedure originates with the Chief of School Support and Leadership and will be updated as needed.

**XVI. CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6153, dated April 7, 2014.



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**XVII. EFFECTIVE DATE: January 28, 2019**

**Attachments:**

1. Field Trip Request Form
2. Sample Permission Slip – Day Trip – FORM X
3. Sample Permission Slip – Overnight Trip FORM Y
4. Emergency Medical Treatment Authorization Form
5. Chaperone Listing
6. Participating Student Contact Information
7. Field Trip Checklist
8. Medication Administration Record (MAR)
9. Parent Fact Sheet for Medication at School
10. Prescriber's Medication Order Form
11. Amusement Park Parent Waiver
12. Notification to School Nurse of Field Trip