



STUDENT TRIP GUIDELINES AND PROCEDURES

Student trips are a viable way for students to explore the local community and surrounding environment as a learning resource center. Properly planned and executed student trips can:

- Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
- Arouse new interests among students.
- Help students relate academic learning to the reality of the world outside of school.
- Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
- Afford students the opportunity to study real things and real processes in their actual environment.

A student trip is any trip taken by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

Students shall not be required to go on school-sponsored student trips, and there will be no penalties associated with nonattendance.

Students on student trips remain under the supervision and responsibility of the school district and are subject to its rules and regulations. All overnight student trips require prior board approval. The school board neither endorses, supports, nor assumes responsibility in any way for any district staff member who takes students on trips not approved by the school board or superintendent. No staff member may solicit district students for such trips within district facilities or on school grounds without board permission.

The superintendent and/or school board has the right and responsibility to cancel any student trip where the destination is considered dangerous to student safety, at any time such danger has been identified.

Instructions for Completing the Student Trip Request Form

The following guidelines should be used for all district-wide student trips, especially in regard to overnight trips involving extracurricular and athletic organizations:

1. Make sure all pertinent information is provided. All questions and blanks on the form must be completed before submitting to your principal or supervisor.
2. The Student Trip Request Form must be submitted at least four weeks prior to the date of the trip/event and/or fundraising begins unless it requires school board approval. In that case, it must be submitted in compliance with the board agenda deadlines, which can be determined by calling the principal's office or the educational programs office at the Education Center.
3. **Approval Process:** The building principal or program supervisor/coordinator must review the Student Trip Request Form for accuracy before signing it and forwarding it to the office of the assistant superintendent for education. Student Trip Request Forms improperly completed will be sent back to its source, which may jeopardize the approval of the trip.

4. **Instructional Objectives:** Student trips are considered to be instructional and should be planned as such with definite instructional objectives determined by the teacher in advance. Appropriate instruction shall precede and follow each trip.

The rationale for student trips must include the following:

- a. Subject area(s) for which trip is related.
 - b. Curriculum objectives that can be achieved from this trip.
 - c. What specific follow-up classroom activities are planned upon completion of the student trip, or in what way is the trip expected to advance student learning.
5. **Student Eligibility:** Only district students enrolled in the class/activity shall be allowed to participate in student trips.
 - a. Students on trips shall act in a responsible manner at all times. All school disciplinary rules and consequences apply on trips. This includes appropriate school dress.
 - b. Permission may be refused if the student is having academic, attendance, or behavioral problems. A refund policy must be established for all student trips in the event of a cancellation or student's inability to attend.
 - c. Secondary students who are academically ineligible for participation in extracurricular activities may not participate in extracurricular trips.
 - d. Written approval from a student's parent/guardian/caregiver is normally required for participation in any trip. In an emergency situation, telephone permission may be acceptable, with approval from the principal. Such oral permission must be documented.
 6. Parents/guardians/caregivers must receive complete written information about all student trips. This shall include date, itinerary, means of transportation, cost, purpose, disciplinary expectations, medical release, emergency numbers where the group can be reached, and any other pertinent information.
 7. Parents/guardians/caregivers shall make available a telephone number where they may be contacted during the hours of the trip.
 8. **Chaperones:** *One adult must be provided for every 20 secondary students participating in a student trip. One adult chaperone must be provided for every 15 elementary students participating in a student trip outside the district.* These ratios can be reduced but not increased. For overnight trips, a minimum of one adult chaperone should be assigned to every 12 students.
 - a. All chaperones, school employees, and non-school employees, who will participate in the supervision of students on a trip, must attend preparatory training sessions and/or meetings prior to such participation. Siblings of district students shall not be permitted to accompany parent chaperones on cocurricular/extracurricular activities or trips.
 - b. For elementary student trips within the school system, it is not necessary for a teacher to secure additional adult supervision to accompany his/her class since the class is traveling to another school within the district.

9. **Responsibilities of Chaperones:** A school administrator or designee shall instruct parent and teacher chaperones about their specific responsibilities using the following guidelines:
- a. Chaperones must serve as an appropriate role model in behavior, language, and appearance. This includes refraining from yelling or threatening students and using inappropriate language.
 - b. The consumption of alcohol by chaperones during the entirety of the trip is prohibited.
 - c. Tobacco use in the presence of students is prohibited.
 - d. Chaperones will be required to monitor the location and behavior of students at established intervals of time 24 hours per day.
 - e. Chaperones shall be firm, fair, and friendly in dealing with students, speaking quietly but firmly to disruptive students, praising good behavior.
 - f. Students shall be reminded to pay attention to guides on guided tours.
 - g. Chaperones shall walk at the back of assigned groups of students to monitor behavior, unless otherwise noted.
 - h. Chaperones need to maintain confidentiality concerning student health information, student disciplinary matters, etc.
 - i. Chaperones are expected to supervise students and maintain order. The supervising teacher and/or administrator will determine consequences for student misconduct.
 - j. Chaperones must report any student injuries or illnesses to a nurse, teacher, or administrator immediately.
 - k. At least one chaperone shall be at a designated assembly point and visible during periods when students may be engaged in various activities at a site or venue.
 - l. Curfews shall be established and enforced during the entire trip.
 - m. Communication systems (cellular telephones, pages, etc.) should be established with students prior to departure, which will allow students to contact chaperones at all times.
 - n. All chaperones must attend any organizational or update meetings throughout their tenure of the trip when called for by the supervising teacher and/or administrator.
 - o. Whenever possible, chaperone room accommodations should be intermixed with student rooms for better monitoring of student behavior, especially in the evenings after curfews and room checks have been established. Chaperone room accommodations should not be separate from student room locations.

10. **Mandatory Meetings Before Trip:** Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians/caregivers, and students to discuss safety and the importance of safety-related rules for the trip. For noncertificated adults who will assist in supervising students on the trip, the principal or designee shall also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs. Parents should impress upon their children the necessity to act responsibly, obey school rules, and follow the instructions of the chaperones.
- a. At the elementary level, a brief meeting will be held for day trips prior to departure for those parents/chaperones participating in the trip. A meeting will be held at least one week in advance of any overnight trip. Parents/guardians/caregivers shall be invited to attend this meeting. Should parents/guardians/caregivers be unavailable to attend, the principal or designee shall make every effort to contact the responsible person in advance of the trip, either in person or by telephone. At this meeting or as otherwise noted, the certified employee sponsoring the trip and the principal or designee shall discuss expectations for student behavior. These expectations of behavior should be placed in writing and distributed to all students participating in the trip.
 - b. At the middle and high school levels, there will be a mandatory parent/guardian/caregiver and student meeting held at least one week before any overnight trip occurs.
 - 1) At this meeting, the district employee sponsoring the trip and the site administrator shall be present.
 - 2) The expectations for student behavior shall be discussed at the meeting, distributed in writing, as well as consequences and other pertinent information including itinerary, telephone contact numbers, etc. All participants and parents must be notified that the district code of conduct is enforced throughout the planned student trip.
 - 3) Students will not be permitted to attend the overnight trip unless they and their parents/guardians/caregivers attend this meeting.
 - 4) If a parent/guardian/caregiver is unable to attend the meeting, it is their responsibility to contact and/or visit the school to obtain the necessary information about the trip. If no contact with the school is made, the student will not be permitted to attend the overnight activity.
11. **Mode of Transportation:** If district transportation is to be used, then an accompanying district bus transportation slip (Requisition for School Bus/Truck Form,) must be attached to the Student Trip Request Form when submitting it for approval. If a charter bus is being utilized, the fee and funding source must be indicated.
- a. Written approval of parents/guardians/caregivers using the appropriate district form is required for participation of student in cocurricular and extracurricular trips. The supervising district employee shall be in possession of all extracurricular activity and trip permission slips before allowing students to board a transportation vehicle.
 - 1) On the day of the trip, a copy of all parental permission slips and an accurate roster of the students actually participating on the trip must be given to the principal's office before leaving on the trip so the school has important contact information in the event of an emergency.

- b. All transportation shall begin and end at the school unless the principal approves in writing a specific alternative. District-approved vehicles shall not pick up or drop off any students except at the school or authorized destinations.
- c. Students are required to ride the district-approved vehicle to and from the activity unless the principal or designee grants in writing the request of a parent/guardian/caregiver for an alternative arrangement.
- d. When privately owned or operated vehicles are used, the owner of the vehicle assumes liability for all passengers, including the driver. All drivers of private vehicles, including student drivers, must provide proof of insurance to the trip supervisor. Drivers shall be required to possess a valid state driver's license and liability insurance.
- e. Owners, drivers, and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents that may occur. District personnel who frequently transport students in their private vehicles are encouraged to carry liability insurance.
- f. Student transportation may be provided by regular school bus, private bus licensed to carry students, public carrier, other district vehicle, or private car. Where private cars are used for student transportation, they should be driven by a certified employee whenever possible. Cocurricular and extracurricular student trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school.
- g. Students riding in a district vehicle are under the authority of the vehicle driver. The principal may authorize parents or staff members to assist with supervision of students.
- h. No privately owned vehicle may be used to drive students to a cocurricular or extracurricular activity or trip destination unless the vehicle is equipped with seat belts, one set for every passenger. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed.
- i. School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Board of School Directors.

12. **Communications:** A telephone number/cellular telephone number must be given to your building principal/department supervisor prior to leaving on said student trip that can be used to reach you in the event of an emergency.

13. **Overnight and Out-of-Country Trips:** Student overnight or out-of-the-country trips must be submitted to the Board of School Directors for approval. In order to meet the deadlines for preparing the monthly board agenda, this request must be submitted on a timely basis. Contact your building principal, immediate supervisor, or the assistant superintendent for education for these dates.

a. Middle School Music

- 1) Overnight trips for middle school students will be appropriately designed for this level. These trips will not exceed two days and one night and must be approved by the school board.
- 2) All itineraries must be submitted to the building principal and superintendent or designee for review and approval.

- 3) Students shall not be required to go on overnight trips, and there will be no penalties associated with nonattendance.
- 4) Specific administrative guidelines governing finances, delegation of responsibility, and mileage shall be developed by the superintendent or designee.

b. High School Vocal and/or Instrumental Music

- 1) Because of the high costs involved in travel, overnight trips, which must be approved by the school board, will be limited and well organized and protect the integrity of instructional time.
- 2) During any four-year cycle, a total of ten instructional days may be scheduled with no more than five instructional days occurring in one year. International trips may occur once in a four-year cycle.
- 3) Day trips, not requiring board approval, shall continue to be approved by the principal and the superintendent or designee.
- 4) Students shall not be required to go on overnight trips, and there will be no penalties associated with nonattendance.

14. **Cancellation of Trip Due to War/Terrorism:** In the event of declaration of war and/or major acts of terrorism, the National Alert System will be used to determine whether or not a student trip will be cancelled. In the event of a SEVERE alert (RED) status, all student trips outside the greater Lehigh Valley area will be cancelled. All those trips scheduled within the Lehigh Valley will be reviewed individually relative to student safety.

In the event of an HIGH (ORANGE) or ELEVATED (YELLOW) alert status, the superintendent's cabinet will review all student trip requests and recommend to the superintendent those that should be cancelled due to concerns regarding student safety.

The superintendent and/or school board has the right and responsibility to cancel any student trip where the destination is considered dangerous to student safety, at any time such danger has been identified.

Should the superintendent and/or school board cancel a student trip under the provisions of this policy, the district will not be responsible to the students or the parents for any monies lost as a result of the cancellation. In order to reduce the possibility of losing money due to cancellation whenever trip arrangements are made, the travel agency involved must make available, as an option to the students and their parents, trip cancellation insurance for all international and major national trips. The decision whether to purchase trip cancellation insurance will be up to each family. Although there may be limitations on the scope or coverage of such insurance, and as a result of such limitations, a cancellation by the superintendent and/or board hereunder may not qualify for coverage, the district nonetheless encourages families to consider purchasing cancellation insurance. The administration will take steps to ensure that the foregoing information and policy are made known to all parents as part of the information made available to families regarding a proposed student trip.

Prior to any significant national trip or any international trip, a meeting of parents and building administration must take place to outline district policy and cancellation parameters.

Meetings of parents and administration may also be convened to discuss the viability of a scheduled trip in the event of a dangerous circumstance.

15. **Financial Information:** All costs associated with the student trip must be indicated on the form. Without this information, the approval of the trip will be delayed or disapproved. If a teacher substitute is required, make sure to indicate the total cost of the substitute in the appropriate box. Check with your principal regarding the substitute rate that should be used to calculate the cost. The funding source, or more specifically, the account code if known, must be indicated. If unknown, check with your immediate supervisor for assistance.
- a. Fund-raising for specified trips should not begin prior to the approval of the Board of School Directors.
 - 1) Limited fund-raising activities are supported to help supplement the program with uniforms, certain equipment, music, and trips.
 - 2) Fund-raising for specific trips should not begin until after the board has granted approval.
16. **First Aid and Safety:** Whenever possible, a nurse and/or person with first-aid training should be taken on all cocurricular and extracurricular trips. The certified employee supervising the trip shall have the first aid in his/her possession, or immediately available, while conducting any trip.
- a. A medical release form authorizing necessary emergency treatment shall be completed for all students on overnight cocurricular and extracurricular trips.
 - b. The principal shall approve no activity that is considered to be inherently dangerous to students or poses unacceptable, unmitigated risks.
 - c. Whenever trips are conducted in areas known to be inhabited by poisonous snakes:
 - 1) The first-aid kit taken on the trip shall contain medically accepted snakebite remedies.
 - 2) The trip shall be accompanied by a teacher, employee, or agent of the school who has completed a first-aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites.
 - d. If the trip includes a swimming activity, parents/guardians/caregivers must provide written permission for the student to swim and must indicate the student's swimming ability. Also, any medical personnel on the trip must be available at the pool site.
 - e. For those trips that are considered "dangerous" in nature or involve more than usual risk, the superintendent's signature is required for approval of the trip. Dangerous trips include participation in such activities as skiing, swimming, being in the vicinity of dangerous animals/insects/poisonous snakes, or travel on an airplane.
 - f. In the event a student is injured and needs to be transported to a hospital, a chaperone must remain with the student until contact with a parent is made and the parent arrives at the hospital.
17. Any questions pertaining to the completion of the Student Trip Request Form should be directed to the Educational Programs Office.



ADMINISTRATIVE GUIDELINES GOVERNING MUSICAL GROUP TRIPS

Middle Schools

1. By September 1 of each school year, the executive committee of each band parents organization must submit their budget to the principal for his/her approval.
2. Any competitions will allow for the opportunity to perform and be adjudicated and will include other groups of comparable educational level.
3. Students will be involved in at least one educational/cultural experience and at least one social/"fun" experience in addition to their performance.
4. Musical groups will not travel farther than 650 miles round trip.
5. Buses will leave their school locations no earlier than 6:00 a.m. and return no later than 12:00 a.m.
6. Overnight trips will be limited to one night and will occur on Friday.
7. The principal or other school personnel will attend the overnight trip and will be responsible for making all decisions regarding student welfare and safety. The principal will allocate money from his/her building account to cover the cost of the trip for the person selected to attend this overnight trip.
8. The principal or his/her administrative designee shall determine, in discussion with the band director, all rules and responsibilities for students while on the trip. The administrator will communicate these rules and responsibilities to the band members and their parents.
9. Band trip chairperson(s) will be responsible for notifying band parents, via newsletters, of all details relating to the band trip. This should occur on an ongoing basis with final details being reported to parents at least one month prior to the date of the trip.
10. If possible, one district staff member will be assigned to chaperone on each bus.
11. Students may participate in a maximum of five fundraisers in any one school year to support musical group activities. Student's fair share raised in support of these activities shall not exceed \$125 per year. This fair share amount is subject to annual review by the superintendent of schools or his/her designee.
12. The district insurance policy provides liability coverage for teachers and volunteers acting on behalf of the district. This policy is exclusive of medical costs, as such would be the sole responsibility of individuals involved with the activity.
13. Students will provide medical insurance information which will be available to chaperones in the event of a medical emergency.
14. Based on the PA School Code, a medically certified person must attend the overnight trip should any student require medication. This person could either be the school nurse or parent who have medical certification. If the school nurse is asked to attend, the cost of the overnight trip will be the responsibility of the sponsoring organization.

High Schools

1. Students will be involved in at least one educational/cultural experience and at least one social/“fun” experience in addition to their performance.
2. The principal or other school personnel will attend the overnight trip and will be responsible for making all decisions regarding student welfare and safety. The principal will allocate money from his/her building account to cover the cost of the trip for the person selected to attend this overnight trip.
3. The principal or his/her administrative designee shall determine, in discussion with the band director, all rules and responsibilities for students while on the trip. The administrator will communicate these rules and responsibilities to the band members and their parents.
4. Band trip chairperson(s) will be responsible for notifying band parents, via newsletters, of all details relating to the band trip. This should occur on an ongoing basis with final details being reported to parents at least one month prior to the date of the trip.
5. The district insurance policy provides liability coverage for teachers and volunteers acting on behalf of the district. This policy is exclusive of medical costs, as such would be the sole responsibility of individuals involved with the activity.
6. Students will provide medical insurance information which will be available to chaperones in the event of a medical emergency.
7. Based on the PA School Code, a medically certified person must attend the overnight trip should any student require medication. This person could either be the school nurse or parent who have medical certification. If the school nurse is asked to attend, the cost of the overnight trip will be the responsibility of the sponsoring organization.