

**Administrative Guidelines**  
**Administrative Guidelines for Student Travel**  
**Wrightstown Community School District**

1. Before planning a field trip, the teacher shall consult with the appropriate administrator concerning the advisability of the trip, its scope, when it should be taken and any other factors that might enhance the value of the trip.
2. For **Instructional** and **Supplemental Day Trips**:
  - a. Teachers/Club Advisors will submit a written request, at least one month in advance of the field trip, to the Building Principal presenting the basic facts of the trip:
    - i. Location or destination
    - ii. Purpose for the trip
    - iii. Relationship to class study or activity
    - iv. Date
    - v. Cost per student
    - vi. Times of Field Trip (departure from school and arrival back to school)
    - vii. Group to be participating
    - viii. Mode of travel (Walking, School Van, District Bus)
3. For **Overnight Student Travel**:
  - a. Teachers/Club Advisors will submit a written request, at least one month in advance of the travel, to the Building Principal presenting the basic facts of the trip:
    - i. Destination
    - ii. Purpose for the trip
    - iii. Date
    - iv. Times of travel
    - v. Itinerary of trip
    - vi. Number of school days missed
    - vii. Group to be participating
    - viii. List of chaperones
    - ix. Name and location of overnight accommodations
    - x. Cost of the trip/tour per participant
4. For **Out-of-State and Out-of-Country Student Travel**:
  - a. A detailed plan is submitted to the Building Principal, who shall review it with the District Administrator. The plan must be submitted and approved prior to any discussions with students or parents. The plan should be submitted a minimum of 180 days prior to the trip and should include at least the following information:

- i. The instructional purposes of each trip/tour.
  - ii. The length of time for travel, including departure and return times and location; dates; distances; and modes of travel. This information, as well as student names, addresses, telephone numbers and emergency notification information, must be on file in the school office and/or District Office prior to the trip/tour. Every attempt should be made to schedule trips during vacation periods. All transportation must be bonded carrier, and assurances shall be required. (A certificate of insurance must be attached to the request.)
  - iii. The cost of the trip/tour per participant, what is not included in the price, and how funds will be raised. A list of fund-raising activities and/or organizations that will be solicited for support. No fund-raising activities for an extended trip may occur before trip approval is granted.
  - iv. An explanation of the financial arrangements, including information on financial aid that may be available to students with financial need.
  - v. Assurance that no District employee is receiving anything of value for their own benefit from promotions of the tour or trip without prior approval by the school board.
  - vi. A list of the names and numbers of chaperones who will accompany the students. The trip/tour organizer and traveling supervisors are to be District employees. If someone other than a District employee assists in chaperoning the trip, the individual(s) must have prior approval from the District Administrator and have completed a background check with the District.
  - vii. Evidences of insurance coverage. The supervisor will make available optional trip insurance for the students.
5. For all student travel, a list of students participating in the trip will be provided to the school office 30 days before departure. For overnight trips, a rooming list will be provided to the Building Administrator before departure. A list of students remaining at school and their alternate assignments shall also be provided to the school office.
6. A permission form will be prepared by the school personnel and signed by the parent/guardian of each student prior to the trip. Students will not be allowed to participate if signed permission has not been received by the school.
7. Transportation requests will be submitted to the appropriate administrator for approval in a timely manner.

8. Teachers are expected to communicate their expectations regarding student behavior and academic outcomes prior to the trip. Students who do not meet these expectations may be denied the opportunity to participate in future trips. Students who do not follow acceptable behavioral standards during the course of the trip may be returned to the District. Parents of these students will be asked to pick up their child or will be held financially responsible for returning the child to the District. If the child breaks a law while on the field trip, the student will be remanded to legal authorities until the parent picks up the child.
9. The following rules shall apply to student behavior:
  - a. Students are to behave in a manner which reflects in a positive manner on their family, school, and the community as a whole.
  - b. Students shall follow and abide by all instructions or rules of transportation, housing, chaperones/teachers, and those of the school district
  - c. Students shall not engage in profanity, abusive language, obscene gestures, or other indecent expressions.
  - d. Students shall be punctual for all departures, meetings, breaks, etc. Students shall not leave meetings or individual conferences until dismissed.
  - e. Students shall attend all scheduled activities, events, and meetings with respect to the student trip.
  - f. Students shall dress appropriately for student trip activities. If a student is in doubt as to appropriate attire, the student or his/her parent(s) guardian shall seek advice from a teacher/chaperone of the trip or other school district official.
  - g. Students shall use the "buddy system" while on the trip and shall not go anywhere alone. (Homestay component of a foreign trip is an exception to this rule.)
  - h. Students shall not have in their possession nor use alcoholic beverages, tobacco, or controlled substances or otherwise violate the district drug and alcohol and tobacco policies.
  - i. Radios/boom boxes/TV's/tape players/instrument and other distracting devices are not allowed. Walkman's or miniature radios with headphones may be permitted with prior teacher/chaperone approval.
  - j. For overnight travel, rooming arrangements and visitation privileges shall be determined by the teachers/chaperones.
    - i. No students shall leave the hotel or other lodging facilities, or have unauthorized visitors. (Homestay component of a foreign trip is an exception to this rule.)
    - ii. Students shall follow all curfew rules and be in their assigned rooms at curfew. No student is to leave the hotel/lodging at night after curfew.
    - iii. Students shall not allow other participants into their room after curfew.

- iv. Disruptive behavior in the hotel/lodging rooms or corridors will not be permitted.
  - v. No students shall be allowed to remain at the hotel/lodging in the evening while the rest of the student trip group is absent without a teacher/chaperone remaining with the student unless specifically approved.
  - vi. Student hotel/lodging rooms are subject to inspection by teachers/chaperones at any time without notice.
  - vii. The door of student hotel/lodging rooms shall be left open at any gatherings with members of the opposite sex.
  - k. Students will not be allowed to drive their own automobiles or district-owned vehicles as part of the school district transportation for field trip.
10. Teachers must notify Food Service at least one week in advance of the trip if a large group of students will be gone for the lunch period.
  11. The teacher whose class or club is involved in the field trip is expected to supervise/chaperone the trip. Other staff members who wish to chaperone must be approved by the principal. Parents or authorized community members may chaperone trips upon completion of a background check with the district office.
  12. Teachers will provide a statement of expectations and responsibilities for chaperones along with a list of students participating in the trip.
  13. Teachers must know what to do in the event of an accident, illness, or injury.
    - a. Be prepared to take immediate action in case of accident, illness, or injury.
    - b. Render necessary first aid and/or call emergency personnel.
    - c. Notify parents/ guardians and the administration. Carry parent permission slips and emergency contact information on the trip.
    - d. Arrange transportation to a hospital if conditions warrant such action.
    - e. Take notes regarding accident situation
    - f. Complete necessary accident report forms. Accident report forms should be obtained from the principal upon return from the trip.
    - g. A list of students participating in a field trip will be provided to the school office. A list of students remaining at school and their alternate assignments shall also be provided to the school office.
  14. For all student travel, district personnel will be held responsible for student supervision and assuring students follow established conduct expectations.
  15. In the event of an emergency on any student travel, the teacher/advisor must notify the Building Principal by telephone as soon as possible. This includes emergencies directly affecting students as well as general emergencies in the area where the trip is taking place.
  16. The Superintendent, Building Principal and/or Board of Education shall have the authority to cancel or modify any trip, at any time for safety, financial, educational, or other reasons.

*10/19/2011*