

Plum Borough School District

ADMINISTRATIVE REGULATION

121-AR-1. ADDITIONAL ADMINISTRATIVE REGULATIONS FOR OVERNIGHT FIELD TRIPS

**A. PURPOSE**

1. When students are engaging in school-sponsored overnight field trips, they are responsible to the school, and the school is responsible for them. School district personnel assigned to supervise students on such trips serve in loco parentis.
2. All students are expected to be under assigned adult supervision at all times when they are traveling under school auspices. There is to be no unsupervised or “free” time for students. School personnel assigned this supervision are expected to act as reasonable prudent adults in providing for the safety of the students in their charge. Such prudent actions shall include measures to provide 24 hour per day accountability for the students.

**B. GUIDELINES**

The following guidelines shall apply to all overnight trips:

1. Administrative approval, as per Board Policy No. 121 and any applicable administrative regulations, must be obtained for all non-school district personnel to serve as chaperones.
2. Trips must be approved as per Board Policy No. 121 and applicable administrative regulations.
3. Advance approval by the school district is required for any student trip involving overnight travel. There shall be no solicitation for any such trip until the trip has been approved.
4. Due to the limited time structure of some academic and extracurricular competitions and the W.P.I.A.L and P.I.A.A. play-offs, the Superintendent of Schools or Designee representing the Board of Education, will need to grant permission. Signed permission slips must be returned to the coach/sponsor, who in turn, will submit them to the Athletic Director/Principal.
5. The approval process must be completed prior to engaging students in fundraising activities or other preparations for the trip.

6. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. All trips should be appropriate for the grade level involved.
7. Teachers and other school staff are strictly prohibited from soliciting privately operated trips through the school system. The trip approval process applies only to School Board approved trips.
8. Pre-trip Information: Once approval for the trip has been obtained, the following pre-trip information must be provided to the building principal at least two (2) weeks prior to the date of the trip;
  - a. Names of all chaperones;
  - b. Current Criminal Background Check and verification for all chaperones, Act 34, 114, and 151 within 36 months of the trip departure date;
  - c. Signed Chaperone Responsibilities Acknowledgement and Code of Conduct
  - d. The mode of transportation and the transportation carrier;
  - e. Location of lodging (name, address, and telephone contact must be provided);
  - f. Names and emergency contact information for all students participating on the field trip;
  - g. Copies of completed and signed Parental Permission and Parent/Guardian Hold Harmless and Acknowledgement of Risk Agreement Forms for all students participating on the trip.

**C. Informational Meeting**

1. Prior to the trip, the building principal or designee will meet with the students and their parents/guardians to explain the school district's expectations for their decorum and behavior. It shall be clearly stated that the school district will not condone any misbehavior that is a violation of school policy and any rules and/or regulations that would be in effect when students are in school. If any student is found to be in violation of any such policy, rule and/or regulation, the parent(s)/guardian(s) of that student will be notified immediately and appropriate actions/sanctions will be taken. If necessary, the parent(s)/guardian(s) will be responsible for all arrangements and costs of the student's immediate return home, at which time the student shall be accompanied by a responsible adult.

**D. Exclusion**

1. The principal shall have the discretion to, after conferring with the classroom teacher(s) and the student in question, exclude a student from the field trip activity if said student's prior demonstrated behavior is deemed to pose a risk to the successful completion of the trip and/or for safety of those on the trip. Such determination shall be made on a case-by-case basis by the building principal.

**E. Transportation**

1. The use of private automobiles for field trips is prohibited. School trips should use district owned buses, rental vehicles or commercial motor coaches. Employees who operate any vehicle that transports students must be properly licensed and insured.
2. Trips that use commercial motor coaches should involve pre-trip checks of companies, drivers and vehicles.
3. School officials should ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district should not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory." FMCSA carrier ratings are available at <http://www.saferys.org/>.
4. The contract with the carrier should prohibit the use of a subcontractor.

**F. Trip Scheduling**

1. Overnight accommodations shall, unless extenuating circumstances dictate, be made in advance. Student safety and security shall always be the foremost consideration. Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 a.m.
2. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost instruction time.
3. Trips should not be scheduled during assessment days.

**G. Cancellation Policy**

1. The Superintendent reserves the right to cancel an approved overnight field trip up until the time of departure. In the event of a cancellation, the school district is not responsible for any expenses incurred. The individuals coordinating the trip need to ensure that all parties are aware of this policy.

## H. Medical Care

1. Preparations for emergencies and the care of children with chronic medical problems shall be made as is necessary.
2. To ensure accurate, up-to-date health information, consent forms for field trips must require parent(s)/guardian(s) to indicate if their child has any medical issues to be considered or medication to be taken and to list the steps that should be followed in case of an emergency.
3. Planners of the trip must be sure that parent(s)/guardian(s) understand what forms they are required to provide, all such forms are signed by physician(s) and/ or parent(s)/guardian(s) that will accompany any medication.
4. Health forms need to be submitted to the school nurse at least two (2) weeks prior to an overnight trip. For day and overnight trips, there must be an organized way to ensure that all K- 8 students actually take their required medicines.
5. Those students who are permitted to carry and administer their own medication may do so provided all required paperwork is complete, all policies and regulations have been followed, and such self-administration occurs only under the supervision of a school district staff member. Any occurrence of self-administered medication shall be in accordance with school policy and shall be recorded on the appropriate form by the staff member monitoring the self-administration. In addition, appropriate release forms for emergency medical treatment shall be completed and signed by parent(s)/guardian(s) and kept in the care of a designated school staff member on all overnight trips.
6. In the event of an injury or other emergency to either a chaperon or a student, the school building principal must be immediately notified.

## I. Chaperones

1. District policies
  - a. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Be sure you are familiar with the District Code of Conduct. In order to comply with District policy, during District sponsored events, chaperones:
    - i. May not use, sell, provide, possess, or be under the influence of drugs or alcohol;

- ii. May not use tobacco in the presence of, or within the sight of, students;
- iii. May not possess any weapon;
- iv. May not administer any medications, prescription or nonprescription, to students; and
- v. Should model appropriate behavior and language.

## 2. Extra Activities

- a. Ensure that students do not get involved in any extra activities not pre-approved by school personnel. If a student will not follow your reasonable requests to comply with behavior and safety rules, please notify the lead chaperone or other District staff chaperone promptly.

## 3. Supervision

- a. Students must be supervised at all times while at District-sponsored events.
- b. Review the use of the buddy system with students under your care.
- c. Account for all participants regularly and before changing activities.
- d. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available 24/7, be mindful of safety concerns, and respond to students' needs.
- e. Nighttime supervision can present different challenges. Chaperones should not be sleeping in the same rooms with students, but must ensure that students are in their rooms and not engaged in prohibited activities.
- f. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

## 4. Emergencies

- a. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, and who has the copies of parental permission slips with emergency phone numbers and medical information.