

SMYRNA SCHOOL DISTRICT PROCEDURE

Section:	5000 Students	Office Responsible:	Central Office
Procedure:	5138 Trips		
Related Policies:	5138 Trips		

I. Purpose

The safety of Smyrna School District (SSD) students, staff, and parents/chaperones during social events, field trips, and class trips is paramount. The following are guidelines for engagement in these activities for the experience of students.

II. Authority

14 Del.C. §§3001A-3005A

III. Definitions

Field trip - any excursion by students away from the school premises, under the supervision of a teacher or other authorized SSD personnel, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

School Sponsored Trip - a trip planned and provided to students under the supervision of SSD school personnel and/or using district resources.

Procedure

All school-sponsored trips are expected to adhere to the following conditions:

1. General Procedures

- a. Complete all listed forms by the submission deadlines; late or last-minute requests are not permissible.
- b. Copies of attendance, permission slips, nurse's orders, chaperone assignments and other important information should be left with school administration before leaving for the field trip.
- c. The trip's purpose is aligned with the curricular outcomes.
- d. The transportation vendor is approved by the Office of Transportation.
- e. Schools/organizing teachers may not pay or contract with trip-related vendors until the trip is approved.
- f. Chaperone forms should be completed and submitted to the building principal at least 14 days before the field trip.
- g. Chaperone forms may be use more than once in a school year, but forms must be less than one year old.

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- h. Overnight trips must be approved by the Superintendent and School Board (Bd Policy 5138). Pre-Approval Forms must be submitted to the Office of Curriculum and Instruction at least 60-days prior to the field trip.
- i. Amusement Park visits will be approved only when students are invited to participate in a scheduled academic competition and/or performance. Proper documentation must be attached to the Field Trip Information Form.

Chaperone Ratios to Consider:

Age of Student	Staff/Student Ratio
Older Toddlers (2 Year Olds)	1:6
Young Preschool Children (3 Year Olds)	1:8
Older Preschool Children (4 Year Olds)	1:10
School-age Children (Kindergarten and Above)	1:15

2. School Nurse Procedures

- a. Nurses must be notified of a field trip at least 14-days in advance.
- b. Nurses will evaluate the list of students and their medication administration sheets.
- c. Nurses will determine the need for any medical interventions during the field trip and collaborate with building staff and parents.
- d. Parents (or a designated family member) are allowed to attend the field trip to administer needed medication and services if they so choose.
- e. If a family member or nurse is not available for medication delivery, staff members may take a course (*I'm Ready*) to certify them to administer medication.
- f. All teachers are encouraged to work with the nurse on the few occasions a nurse is required to attend.

3. Child Nutrition Procedures

- a. Child Nutrition Managers must be notified of a field trip at least 14-days in advance.
- b. Field Trip Lunch Forms:
 - i. Forms should be completed by the parent/guardian.
 - ii. Forms should not be altered. If a food choice is not on the form, additional options cannot be written in.
 - iii. Forms should be turned into the Child Nutrition Manager at least 2-days prior to the trip.
- c. Lunches are required to be transported in coolers and packed on ice.

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4. Overnight Trip Procedures

- a. Central Office and School Board approval is required.
- b. Pre-Approval Forms must be submitted at least 60-days before an overnight trip.
- c. In the event of late-night returns – provide specific information detailing how students will return home after arriving back to the school location.
- d. When students return from a trip during evening/night hours or other non-school hours, school personnel must remain with the students until all students have been released to a parent or guardian.
- e. Details of transportation to and from school, and to and from hotel(s) should be indicated and attached to the Field Trip Administrative Form.
- f. Hotel room assignments must be gender specific. Individual concerns should be discussed with the building principal.
- g. Chaperones should be gender specific; chaperone-for-student assignments must be detailed and attached to the Field Trip Administrative Forms. Individual concerns should be discussed with the building principal.
- h. Chaperone forms should be completed and submitted to the building principal at least 14-days before the field trip.
- i. Chaperone forms may be used more than once in a school year, but forms must be less than one year old.
- j. Chaperones must have sleeping quarters that are separate from students.

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Forms and Timelines

Requested Form	Where to Submit Form	Form Submission Deadline
Pre-Approval Field Trip Form (for overnight trips only)	Director of Teaching and Learning	At least 60-days prior to field trip
Field Trip Information Form	Director of Teaching and Learning	At least 30-days prior to field trip
Transportation Information	Lead Teacher Maintains this Documentation	Communicate with transportation at least 30-days prior to field trip
Lunch Form(s) K-8 Lunch Form 9-12 Lunch Form	Child Nutrition Manager <i>Lead teacher should maintain copies</i>	At least 14-days prior to field trip
Chaperone Form(s)	Building Principal <i>Lead teacher should maintain copies</i>	At least 14-days prior to field trip
Nurse Information	Lead Teacher Maintains this Documentation	Communicate with nurses at least 14-days prior to field trip
Parent Permission Form	Lead Teacher Maintains this Documentation	Teachers are encouraged to have all forms returned at least 7-days prior to field trip
<i>High School Specific Forms:</i> Academic Experience Request Driving Form	Building Principal	At least 7-days prior to field trip

Approval Acknowledged by:



Susan P. Brown, *Ed. D., CSBA*
Superintendent of Schools
Procedure Actions
Adopted: