



William Penn Academy Field Trip Policy

Introduction:

School-sponsored field trips can be a valuable supplement to a student's educational experience. Field trips should be a natural extension of the instructional program, and the trip planning process should be just as educational for the students as the trip itself. The purpose of this School Field Trip Policy is to assist William Penn Academy (WPA) staff members when planning a field trip and ensure a safe and positive off-site learning experience for students, staff members, and volunteers that meets the educational and/or programmatic goals of the trip.

It is the responsibility of the teacher or trip organizer to discuss the possibilities of a field trip with the building principal prior to submitting a formal request. Trips must be coordinated to be an extension of the instructional or enrichment program and must be directly related to the program curriculum.

School-sponsored field trips are considered to be an extension of the school day, with students, teachers, and chaperones serving as representatives of William Penn Academy. As such, students, teachers, and chaperones are expected to conduct themselves according to the standards of behavior that comply with WPA rules, contribute to individual and group safety, secure maximum educational benefits, and maintain positive public relations about WPA students, school, and administration.

Definitions:

Field Trip:

- Academic field trips include all off-campus trips that are organized as part of the class curriculum and occur during regular school hours. Academic field trips are required to incorporate pre-instructional and post-instructional activities and/or assessments. The participation of the entire class is expected. Students who cannot attend the academic field trip must be provided with an equivalent educational experience during the school day.
- Extracurricular field trips are off-campus trips organized by a club or organization sponsored by the School. Participation is optional and voluntary. Extracurricular field trips must provide an educational benefit consistent with the club or group's objectives and may occur during the school day or after school hours with the approval of the school principal.
- Day field trips are academic, extracurricular or interscholastic field trips that do not require a student to stay overnight (away from home). Day field trips may be within or outside of the state, and appropriate field trip procedures must be followed for both.
- Overnight field trips are academic, extracurricular or interscholastic field trips that require a student to stay overnight (away from home). The procedures for planning and approving overnight trips apply and require approval before any planning occurs.

Chaperone: A person aged 21 or older, other than a teacher, instructional assistant, or coach, who accompanies and supervises students on a field trip. Current clearances are required for all chaperones.

General Conditions for Student Participation in a Field Trip

Students must be in good standing in order to participate in school-sponsored field trips. All students are expected to abide by the school discipline code and demonstrate consistent, appropriate behavior in their interactions with teachers, staff members, and fellow students at all times. In order to participate in a school-sponsored field trip, students must:



- Submit a completed Field Trip Permission slip signed by their parent/guardian by the required due date.
- Submit a completed Student Medical/Medication Form signed by their parent/guardian by the required due date.
- Consistently demonstrate behavior that meets reasonable standards during the school year up to the actual date of the trip. Students not meeting this condition will not be permitted to go on the field trip. Their parents/guardians will be notified that the student is unable to go on the field trip, and an alternative arrangement for in-school instruction will be made. Suitable arrangements must be made to provide in-school instruction to students who do not choose to attend. Teachers/trip organizers are responsible for making these arrangements and notifying the Principal.

General Conditions for Field Trip Approval:

Planning the Trip:

- Field trips must be connected to the curriculum and used as an extension of the learning environment in a standards-based environment. The instructional objectives of the field trip should be clearly outlined and tied to pre- and post- activities.
- The field trip planner must conduct thorough research on the intended destination before the decision-making begins. Planners are urged to visit the site beforehand, if possible, to assist in the organization of the field trip.
- In order to maximize the learning experience for students and provide opportunities for leadership, students should be involved in the trip planning process to the extent possible.
- Understand and be aware of all the trip details before finalizing a field trip; have a plan for communicating this information to students and parents/guardians in advance. Details should include the ratio of students to teachers/chaperones, the availability of lavatories and refreshment facilities, accessibility, costs associated with the trip, emergency contact information, and emergency medical services available. All of these should all be considered for inclusion in a notice to be given to each student and thoroughly discussed in each participating class prior to the trip.
- Set and discuss rules of behavior and specific facts about the place to be visited.
- Understand the goals of the visit as well as follow-up activities and expectations; discuss them with students, and share them with parents/guardians. Field trips should be directly relevant to the instructional program.

Only field trips meeting the following conditions will be approved by the Principal. The field trip organizer must ensure that:

- Trips are age-appropriate.
- Trips are reasonable in terms of time, distance and cost.
- No student is denied the opportunity to participate in an academic field trip because of their inability to pay. Costs associated with an optional/voluntary extracurricular field trip will be the responsibility of the individual student/family. Where appropriate, fundraising should be organized to help defray costs.
- Trips are not scheduled during standardized examination periods for students taking these exams.
- Trips are planned with the utmost consideration for student safety, which includes, without limitation, an appropriate number of adult chaperones, all of whom have approved and current clearances on file with the Principal.
- There is adequate supervision on the field trip, with minimal impact on other classes as a result of the number of teachers missing classes due to chaperoning.



- Provisions have been made for medical emergencies, including attending medical personnel (school nurse) when necessary.
- When school bus transportation is required, the school district's regular transportation contractor is to be utilized.
- Should an emergency situation occur, the trip organizer is responsible for notifying the Principal by telephone as soon as possible.

Communication Related to Field Trips

Communication with Parents/Guardians

Communication with parents/guardians and school administration throughout the field trip process is the key component in creating a positive learning experience for students and their families.

Once the field trip has been approved by the Principal, all parents/guardians and the school administration should be provided with a written document outlining the trip details. This document should include: the transportation schedule (departure time/location and return time/location), the name and location of the field trip site, emergency contact information, a list of approved chaperones, student behavioral and communication expectations during the field trip, instructional objectives, on-site/post-trip activities, the cost of the trip, and any other pertinent information that will assist in ensuring a safe and positive learning opportunity.

The Field Trip Permission Slip (included in this manual) should be filled out completely prior to being sent home for a parent/guardian's signature.

Communication By, Between and With Students on Trips

The field trip coordinator(s) are expected to address communication expectations with participating students prior to the field trip. Clear expectations should be outlined regarding the use of any electronic communication by and between students, chaperones and teachers before, during and following the field trip, including whether photographs or videos may be taken and/or shared during the field trip. Teachers taking photos for educational or promotional purposes must ensure that the appropriate Photo Release approval has been obtained from the student's parent/guardian. The Field Trip Permission Slip (a copy of which is included in this manual) includes a Photo Release Sign-off.

Permission, Consent, and Release Forms

Any student going on a school-sponsored field trip must submit a properly completed and signed "Field Trip Permission Form." Students participating in Overnight/International Field Trips must also submit a properly completed and signed "Student Medical/Medication Information" form prior to engaging in fundraising activities or other preparations for the trip. This form must be signed by the student (if appropriate) and the student's parent or legal guardian.

Cancellation of Field Trips:

By signing the permission, consent, and release forms, the student (if appropriate) and parents/legal guardians affirm that they have approved the participation of their child in the school-sponsored academic or extracurricular field trip with full knowledge that:

- The Principal reserves the right to cancel a trip up to the departure date or to recall a trip in progress if national and/or international conditions warrant it or if security and safety concerns



render it appropriate to cancel the trip. The Principal will take the following criteria into consideration when making this decision:

- US Department of State Travel Advisory
- Homeland Security Advisory (alert status)
- And/or
- Declaration of War or armed conflict.

Additionally, the critical judgment of the Principal, with input from other School Administration and trip organizers, will be taken into consideration.

- In the event that a trip must be canceled, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed. The student and parents must understand that they may lose any and/or all of the funds they have expended for the voluntary trip.
- The school and administration shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary field trip.

Supervision and Chaperones

Trip organizers should recognize that the larger the group involved, the more difficult the challenge of managing it. The following should be considered in planning and executing a field trip:

- All chaperones are required to have current clearances on file in the Principal's office.
- A definite number of chaperones should be agreed upon and required for each field trip. At no time should the student-to-chaperone ratio be more than 10 students to 1 chaperone.
- The proper number of chaperones must be secured well before the trip, and chaperones must be listed by name on the appropriate Field Trip Form submitted for approval and updated when ANY change is made.
- Chaperones other than professional staff and student teachers must be at least 21 years old. This requirement applies to all family members and other relatives of student participants who are serving as chaperones.
- Only chaperones and students are allowed to participate in the field trips. Parents and other adults are not to be accompanied by young family members requiring substantial supervision since the chaperone's full attention should be given to the students they are entrusted with on the field trip.
- Non-teacher chaperones are expected to assist in maintaining appropriate student conduct and to accept responsibility under the direct supervision of the teacher.
- Specific students may be assigned to a specific chaperone to ensure the students' safety and a positive off-site learning experience.
- Safety must always be an overriding concern in determining supervision during a field trip and what field trip control measures are needed.



**William Penn Academy
Field Trip Permission Slip**

Date: _____ Name of School: William Penn Academy

(Student Name) _____ has a scheduled field trip with the following class, _____. We are requesting your permission for your child to participate in this field trip.

Date of Field Trip: _____ **Method of Travel:** _____
Location of Field Trip: _____
Departure Time: _____ **Return Time:** _____

To give permission for your child to attend this field trip, ***please complete, sign and return the lower portion of this form to:***

Teacher Name: _____ **by** _____, 2023.

✂ _____

I, _____, parent/guardian of _____ give permission to my son/daughter to attend the following field trip:

Date of Field Trip: _____ **Location of Trip:** _____

I understand that my son/daughter is expected to follow all of the school rules and regulations outlined in our Student Conduct Policies. I also understand that my son/daughter is expected to adhere to specific field trip communication procedures, which will be discussed with the students prior to the field trip.

_____ YES, I do **OR** _____ NO, I do not

Give permission to William Penn Academy to take and use images of my child's participation in this field trip for lawful purposes and in any form or medium (such as the newspaper, internet, district social media sites, etc.) to promote school events.

Please be aware of the following medical or other specific needs for my child:

*****I hereby release all employees and agents of William Penn Academy from liability and assign harmless and indemnify each of them for any claim, judgment, or expense related to any alleged damages.***



I can be reached at the following telephone/cell phone number during the hours of the field trip:
() _____

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Field Trip Approval Request

1. Destination/Address of the Trip: _____

2. Emergency Contact Information for the Field Trip Location _____

3. Date of Field Trip : _____

4. Approximate time of departure and return for the trip –

Depart: _____ Return: _____

5. Grades and Teachers planning to go on the Field Trip – (Each teacher signs)

Name / Grade Level/ Class

6. Transportation needed: _____

7. Total Cost of Field Trip/Entrance Fees: _____

8. Please list the number of extra chaperones (other than teachers) that you expect to take along.

9. Signature of teacher in charge: _____

10. Date Submitted: _____

11. Objectives for taking the trip: _____



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12. Planned pre-activities and post-activities: _____

13. Student behavioral and communication expectations during the field trip: _____

14. Permission granted: _____ Permission NOT granted: _____

Date: _____ Principal Signature: _____

Reasons why Not Granted: _____

***Note: No consent form signed by parents can release a member of the faculty for his or her negligent act. The parent's signature, however, shows that they were aware of the activity and gave consent for their child's participation. Therefore, while consent forms do not absolve the school of its responsibility to provide, within reason, for the safety of the children, a document form should still be used.