

ADMINISTRATIVE REGULATION

APPROVED: September 13, 2016

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 121-AR-0. FIELD TRIPS

### General Requirements

Trips must be:

1. Related to the curriculum or extracurricular activities;
2. Reasonably calculated to provide an educational benefit for the students; and/or
3. Coordinated with proper pre- and post-trip planning and study.

All trips must be approved in accordance with the terms and conditions of Board policy and administrative regulations.

If any trip requires the services of any vendor, including by way of example and not limitation, bus contractors, travel agencies, charter airlines, hotels, and limousine services, the following conditions must be met:

1. Suitable contracts must be entered into that have been approved by the District solicitor and that contain proper indemnity, insurance and employee qualification standards;
2. Appropriate security for performance of the services is obtained, including surety or performance bonds; and
3. Appropriate safeguards for students and District funds have been implemented.

### *Trip Insurance –*

For all overnight and foreign travel, the Principal shall determine whether there is trip insurance available, the nature of the available insurances and the cost of the insurance.

The Principal shall decide whether to purchase such insurance and require students to pay the cost of such insurance.

If such insurance is not available, the Principal shall make the decision whether the trip will occur as planned.

*Financial Disclosure –*

Any employee seeking approval of a trip shall make full disclosure of all persons or entities that have a financial interest in the trip and the nature of the financial interest.

Without limiting the generality of the foregoing, if any family member of the employee, or chaperone attending the trip is receiving any compensation, remuneration, awards, bonus, gift or anything of value other than free travel for him/herself with respect to the trip at issue, there must be full disclosure of the circumstances.

Trip Coordinator

A Trip Coordinator shall be designated for each approved student trip.

It is the Trip Coordinator's responsibility to ensure that all requirements of the trip have been fulfilled and are properly documented.

The Trip Coordinator shall generally be the teacher or coach arranging the trip or seeking approval for the trip; however, the Superintendent shall have the authority to designate any District employee to be the Trip Coordinator.

*Pre-Trip Student Instructions –*

It is the responsibility of the Trip Coordinator to ensure that all proper pre-trip instructions have been given to students, including local laws and customs for trips to other countries.

Proper conduct and safety issues shall be addressed.

It shall be stressed that illegal drugs, consumption of alcoholic beverages, hazing, harassment, and other forms of improper conduct will not be tolerated and that students engaging in such conduct will be appropriately disciplined as outlined by Applicable Law and Policy 3.1 Drug/Alcohol.

*Safety Plan –*

A safety plan that meets the following requirements shall be adopted for each school trip by the Trip Coordinator:

1. At least one (1) adult going on the trip shall be responsible for first aid supplies.
2. The school nurse must be notified ten (10) days in advance of the trip.
3. Parents/Guardians must be asked to provide any special health information that should be taken into account to ensure a safe and healthy trip.

4. The Trip Coordinator shall make proper arrangements for the safekeeping and administration of student medications. If a student must take medication during the trip, the Trip Coordinator shall supervise the student taking the medication.

All medications shall be kept in the possession of the Trip Coordinator, unless the parent/guardian indicates in writing the need for a student to have such medication. All medication containers must have the student's name, amount of dosage, and frequency of dosage clearly printed on the label. In the case of inhalers, or medication that does not carry a label from a pharmacy, the parent/guardian shall provide the above information in writing to be kept with the medication.

5. For trips outside of the Philadelphia metropolitan area:
  - a. The names, addresses and telephone numbers of hospitals in the location(s) that the students will be visiting shall be obtained and made a part of the safety plan.
  - b. Students shall be required to complete and submit 121-AR-6. PERMISSION FORM and 121-AR-7. FIELD TRIP MEDICAL INFORMATION FORM.
6. For foreign travel:
  - a. Hospitals must be contacted to determine what payment options are available.
  - b. Students shall be required to have a copy of their family's health insurance card with them and provide an additional copy to the trip chaperone.
  - c. Students and/or their families shall be required to contact their health insurance carriers to determine whether benefits are provided outside of the country and, if so, what procedures must be followed, and shall supply to the District written descriptions of how such insurance can be accessed.
  - d. Foreign governments should be contacted to determine whether any medications that need to be brought by any student are banned in the foreign country.
  - e. Foreign liability insurance should be evaluated for purchase by the District.
  - f. Board-approved trips will be subject to change when the U.S. State Department issues an alert that may affect the trip. When this occurs, the Board may decide not to sponsor or endorse the trip. Parents/Guardians must be informed of this possibility at the time of registration.

*Trip Contingencies –*

It is the responsibility of the Trip Coordinator to ensure that proper contingency plans are in place. This includes such items as having the following information readily available:

1. Emergency telephone numbers for students.

2. Access to emergency funds.
3. Telephone numbers for emergency services at the trip destination.
4. Plans for sending a participant home early in the event of sickness, injury or misconduct.
5. Plans for a participant staying beyond return date if necessary.

*Cost Reduction Mechanisms –*

There are travel companies that offer incentives. Such incentives may be used so that the Trip Coordinator and chaperones travel free on that particular trip.

If there are additional incentives available, they shall be used in a way that reduces the cost of travel for students and/or for the District. The Trip Coordinator shall be responsible for working with the Superintendent to determine how such additional incentives can be used for the benefit of students and/or the District.

Elementary, Middle and High School Trips

Overnight trips shall not be approved except for extraordinary reasons and only with the approval of the Board.

Day trips will be approved only if each of the following terms and conditions are fulfilled:

1. Trip Coordinator must provide the date of the approved grade level trip at least sixty five (65) days in advance to the Director of Teaching and Learning.
2. Any trip not listed on the grade level trip schedule (121-AR-1) must be approved at least ninety five (95) days in advance to the Director of Teaching and Learning.
3. Trips within the school day requiring parents/guardians to transport students are prohibited. Students will be required to take District or charter buses to and from the trip.
4. The trip shall be designed for participation by all students in the class and all students shall participate unless permission to attend the trip has not been granted by the student's parent/guardian or the student is prohibited from attending the trip for disciplinary reasons.
5. Teachers shall describe the educational rationale for the trip. The educational rationale shall describe the relationship of the trip to the curriculum being taught at the time of the trip, the pre-trip activities related to the trip, and the post-trip activities related to the trip.
6. Travel time for the trip shall be limited to one (1) hour in one (1) direction, unless otherwise designated on 121-AR-1. Approved Field Trip List.
7. The entire trip shall be completed within the students' school day.
8. No class shall be eligible for more than one (1) trip per year that requires chartered bus transportation to and from the destination.

9. There must be at least one (1) adult chaperone responsible for every ten (10) students. For trips requiring more than one (1) adult chaperone, gender consideration should be given, if appropriate.
10. Travel shall be by means of an appropriate van or bus arranged by the District. The District may use a District van or bus if readily available and its use will not disrupt the normal operations of the bus fleet. If a District van or bus is not used, the District shall contract a suitable bus company to provide transportation for the Trip Coordinator, chaperones and students, provided the following terms and conditions are met:
  - a. The bus company is from a list established by the Business Office in consultation with the District solicitor.
  - b. The cost of any bus service by an outside contractor shall be borne equally by all students attending the trip or by the District as the District shall determine.
  - c. A way shall be found to finance the cost of any trip for any student who is otherwise financially unable to attend the trip.
11. Parents/Guardians shall be notified of any approved trip. No student shall be permitted to participate in a trip unless signed authorization (121-AR-6 and 121-AR-7) have been provided by the student's parent/guardian.
12. Students not going on trips that are scheduled during the school day must report to school to an assignment determined by the Principal.

Overnight Trips/Foreign Travel –

Overnight trips/foreign travel must have prior approval by the Board. These requirements apply, by way of example and not limitation, to such trips as class trips, band trips, athletic team trips, language club or language class trips, summer trips, and foreign travel trips.

Overnight trips/foreign travel involving more than one (1) night should be scheduled to coincide with nonschool time as much as possible in order to reduce class time missed.

Because of the logistics involved in an overnight trip, there shall be a two-step approval process involving a preliminary and a final approval. The preliminary approval shall be obtained at least three (3) months in advance of the scheduled trip so that proper planning can take place. Students and parents/guardians shall not be advised of the trip unless and until preliminary approval has been obtained; however, in order to avoid or minimize unnecessary disappointment, all students desiring to attend the trip must be notified that the trip is conditioned on final approval. Final approval is necessary in order to ensure that all necessary items to protect students have been put in place.

The following items must be completed and submitted when requesting preliminary approval for a trip:

1. A general overview of the trip including the educational rationale for the trip;

2. The complete itinerary of the trip with time schedules;
3. An itemized cost estimate for each student and for the District; and
4. A description of the means of transportation.

Final approval of the trip shall be subject to the following terms and conditions:

1. Before final approval, the Trip Coordinator shall provide evidence to the Board that parents/guardians shall have received all required items along with rules for student conduct and consequences.
2. There must be verification that at least seventy percent (70%) of the total cost of the trip is on hand.
3. All District employees and chaperones attending the trip shall certify in writing to the District that they are not receiving any remuneration, compensation, gifts, bonuses, awards, or things of value of any kind, other than free travel for themselves for that trip as a result of their involvement in the trip.
4. The Superintendent and the District solicitor shall certify to the Board that all necessary and appropriate insurances, sureties, and procedures have been put in place.

Prior to departure, the Trip Coordinator shall schedule a mandatory meeting with students and parents/guardians to review policy and procedure. A written consent must be signed by both student and parent/guardian.

Payment/Collection of Fees –

1. The Trip Coordinator is responsible for setting a per-student fee for the trip. The fee should include the cost of transportation, ticket, meals, etc.
2. All fees collected must be deposited in the school's student activity account.
3. The Trip Coordinator is responsible for keeping receipts of payment by students.
4. The Trip Coordinator is responsible for processing all invoices for transportation, tickets and meals ten (10) days in advance of the trip.

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## 121-AR-2. FIELD TRIP REQUEST FORM

Date Submitted: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

School: \_\_\_\_\_

All requests for field trips must be submitted to the Principal at least ninety five (95) days prior to the event. Professional employees will take full responsibility for safety and conduct on the trip.

Group/Class and Grade: \_\_\_\_\_

Destination: \_\_\_\_\_

Date/Time of Departure: \_\_\_\_\_ Date/Time of Return: \_\_\_\_\_

Trip Coordinator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Substitute(s) Needed:  Yes  No If yes, how many? \_\_\_\_\_

Name(s) of Staff Participants: \_\_\_\_\_

Do you plan to use a school bus/van?  Yes  No If yes, how many? \_\_\_\_\_

If no, what type of transportation will be used: \_\_\_\_\_

Plan of payment (Check one and list cost.):

School District Cost \$ \_\_\_\_\_

Individual Student Cost \$ \_\_\_\_\_

Organization Cost \$ \_\_\_\_\_

Elementary Field Trip Account Cost \$ \_\_\_\_\_

High School Account Cost \$ \_\_\_\_\_

If an organization is responsible for payment, state the name and billing information below:

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**CURRICULUM INFORMATION**

Topic Being Studied: \_\_\_\_\_

Objectives of Trip: \_\_\_\_\_

Educational Preparation for Trip – List Activities: \_\_\_\_\_

Follow-Up Plans/Activities – Explain Briefly: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Trip Coordinator

\_\_\_\_\_  
Date

Approved       Not Approved

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Teaching and Learning's Signature

\_\_\_\_\_  
Date



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## 121-AR-3. OVERNIGHT TRIP PERMISSION FORM

### PARENT/GUARDIAN HOLD HARMLESS AND ACKNOWLEDGEMENT OF RISK AGREEMENT

Dear Parent/Guardian:

In anticipation of your child's upcoming field trip, we provide the following information. This agreement is entered into with the full understanding that the field trip may involve activities which, by their very nature, may be hazardous and under circumstances which render individual supervision difficult. Fully acknowledging this, your signature gives permission for your son/daughter to attend the field trip.

Trip Coordinator: \_\_\_\_\_ School: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade/Homeroom: \_\_\_\_\_

Name of Trip: \_\_\_\_\_

Duration of Trip: \_\_\_\_\_ to \_\_\_\_\_

I acknowledge receipt of information regarding the aforementioned educational field trip and give permission for my child to participate.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receipt of information regarding the aforementioned educational field trip. I DO NOT give permission for my child to participate.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please see page 2 and complete the information if you give permission for your child to participate. Please be sure to return this completed form to your child's teacher.

<b>S</b> <b>T</b> <b>U</b> <b>D</b> <b>E</b> <b>N</b> <b>T</b> <b>I</b> <b>N</b> <b>F</b> <b>O</b> <b>R</b> <b>M</b> <b>A</b> <b>T</b> <b>I</b> <b>O</b> <b>N</b> <b>I</b> <b>N</b> <b>F</b> <b>O</b> <b>R</b> <b>M</b> <b>A</b> <b>T</b> <b>I</b> <b>O</b> <b>N</b>	Student's Name _____ Grade Level _____ Address _____ Home Phone _____ Date of Birth _____ Father's Name _____ Home/Work Phone _____ Mother's Name _____ Home/Work Phone _____ Parents Cell Phone: Mother _____ Father: _____ Alternate Contact Person _____ Phone _____
<b>M</b> <b>E</b> <b>D</b> <b>I</b> <b>C</b> <b>A</b> <b>L</b> <b>I</b> <b>N</b> <b>F</b> <b>O</b> <b>R</b> <b>M</b> <b>A</b> <b>T</b> <b>I</b> <b>O</b> <b>N</b>	Health Insurance Carrier _____ Policy # _____ Physician's Name _____ Phone _____ Note any allergies/medical conditions of which we should be aware _____ _____ Tetanus Booster _____ (Date) Present Medications _____ _____ In compliance with District policy, no student is permitted to carry any form of medication unless authorized in writing by the District. Arrangements for transport of medication essential to your child's health should be made with the school nurse. If your child will need any medication during the trip, you <b>are encouraged to</b> accompany your child. Parent/Guardian of child requiring prescription medication must check one (1) of the following: 1. _____ My child will omit his/her daily scheduled medication on the day of the trip. 2. _____ My child may take his/her regularly scheduled medication upon returning to school. 3. _____ I would like to accompany my child on the trip and I will administer the prescription medication to my child. If you check #1 or #2 please provide doctor's note of confirmation to the school nurse ten (10) days prior to the scheduled field trip and review plan for the day regarding medication.
<b>S</b> <b>I</b> <b>G</b> <b>N</b> <b>A</b> <b>T</b> <b>U</b> <b>R</b> <b>E</b>	In case of illness or emergency, and in the event parents/guardians, physician, or other persons named on this form cannot be contacted, the school officials are authorized to take whatever action is deemed necessary for the health and safety of my child. I also give permission that my student may be taken to the hospital and treated in case of an emergency. _____ Print Name of Parent/Guardian                      Signature of Parent/Guardian                      Date

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## 121-AR-4. FIELD TRIP CHAPERONE PACKET

In accordance with Board policy, the Superintendent directs that appropriate screening processes be applied to assure that adult chaperones for field trips are free of criminal history and convictions for any offenses involving children. This will include requiring criminal background checks and child abuse clearances to ensure that adult chaperones are suitable and acceptable for accompanying students on field trips. Information regarding volunteer procedures and clearances is on the reverse side of this page and can be found on the District website.

When serving as a chaperone for District field trips, the parents/guardians and other adult volunteers, including District employees assigned to chaperone, will not use tobacco/smokeless tobacco products in the presence of students; nor will they consume alcoholic beverages or use illicit drugs during the duration of their assignment as chaperones. Chaperones will be notified of these rules before accompanying students on a field trip.

Any chaperone violating these rules will not be used again as a chaperone for any District-sponsored field trips.

## Volunteer Procedure and Clearances

Thank you for your interest in volunteering in our Centennial Schools. We value your involvement and participation in our programs and trips. For the safety of our children, CSD Policy 5.14 holds certain requirements for volunteers/chaperones. Volunteers serve in a vital role for which we are grateful in the running of our day-to-day programming. Depending on the situation, CSD 5.14 "Volunteers" requires certain documentation. Here are the guidelines intended to help our school community interpret policy procedures.

### Who needs clearances?

All employees and volunteers are required to obtain clearances. A volunteer is an adult in an unpaid position who (1) has direct contact with children. "Direct contact" is defined in § 6303 (relating to definitions) as the care, supervision, guidance or control of children and who (2) will have routine interaction with children. "Routine interaction" is regular and repeated contact that is integral to a person's volunteer responsibilities. Examples include classroom volunteers, **field trip chaperones** (including overnight field trips), etc.

### When do I need to get my clearances?

- All new volunteers are required to obtain clearances prior to volunteering.
- If you were approved as a volunteer before August 25, 2015, and do not have clearances (because you previously were not required to obtain clearances) you have until July 1, 2016, to get your clearances.
- If your clearances are older than 60 months, you also have until July 1, 2016, to get your clearances.
- Continuing volunteers need to renew clearances once every 60 months.
- A volunteer has the affirmative obligation to notify the Director of Human Resources if they are arrested or convicted of a crime after clearances have been initially submitted.

### What are the required clearances?

1. [Act 114 FBI Federal Criminal History Report](#)- \$27.00 (Online registration) (*Please select the Pennsylvania Department of Education entity when registering for your FBI clearance.*)
  - This is a two-step process: (1) Register and pay online, and schedule your fingerprinting appointment. Print the registration receipt with the PAE number. The PAE number must be provided to Human Resources; (2) Visit a fingerprinting site to have your fingerprints submitted electronically.
2. [Act 151 Child Abuse History Clearance](#)- Free for Volunteers (Online registration)
3. [Act 34 State Police Criminal History Report](#)- Free for Volunteers (Online registration)

***Regularly scheduled volunteers in the classroom are also required to obtain a TB Test (dated within one year of starting date to volunteer).***

### Volunteer Requirements

- A volunteer has the affirmative obligation to notify the Director of Human Resources if they are arrested or convicted of a crime after clearances have been initially submitted.
- Volunteers may not assume the responsibilities of District staff but may provide assistance when under the direction of a staff member and with the permission of the Administrator.
- Volunteers may not administer or enforce discipline upon students.
- Except in the case of life-threatening emergency, volunteers shall not administer first aid or medication to students.
- Except as specifically authorized by Administration on a case by case basis, volunteers shall not operate any motor vehicles owned by the School District, nor shall they transport students as part of any School District program or activity.
- All volunteers are required to maintain absolute confidentiality in working with students, staff and all privileged information in the school.

Once again, thank you for your invaluable involvement which enriches our program overall. Thank you for your support.

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for consenting to supervise a student field trip sponsored by the School District!

The date of the field trip is \_\_\_\_\_. Please arrive at the school by \_\_\_\_\_ for a brief meeting. We will depart at \_\_\_\_\_ and will return to the school at approximately \_\_\_\_\_.

When serving as a chaperone for District field trips, all adults are prohibited from using tobacco products in the presence of students, consuming alcoholic beverages, and using illicit drugs during the duration of their assignment as chaperone.

Please contact me if you have questions concerning the field trip. On the reverse side of this letter, you will find the Chaperone Supervision Guidelines, which you must read. I can be reached by email at the following email address: \_\_\_\_\_.

Sincerely yours,

Field Trip Coordinator

Chaperone Supervision Guidelines

1. Students are not permitted to enter or exit from the emergency doors of the bus.
2. Students are not permitted to stand while the bus is in motion.
3. Students are prohibited from placing any part of their body/extremities out of the bus windows.
4. Moderate voice level is permitted in a conversation mode. Boisterous or abusive language is not allowed.
5. No student is permitted to board or leave the bus without permission of a chaperone.
6. Roll will be taken before a bus departs from any area.
7. Students who persist behaving in a negative manner will be moved to another seat or placed beside an adult.
8. Consistent behavioral problems from students are to be noted, and their names given to a professional employee on the field trip.
9. Student behavior on field trips and overnight trips are subject to all Board policies and administrative regulations that relate to discipline and bus behavior codes. Serious violations that occur during student travel will be dealt with by the building principal when the student returns.
10. Students who participate in overnight excursions are to conform to the activities schedule and bus and lodging assignments.
11. On overnight excursions students are not permitted to leave the hotel to visit relatives or friends.
12. Students who are a discipline problem on an overnight trip may be excluded from participating in scheduled events and made to stay under the direct supervision of a chaperone during the remainder of the trip. No student is ever to be placed on a commercial transportation vehicle and sent home alone.

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## 121-AR-5. FIELD TRIP TRANSPORTATION REQUEST

To be submitted to the Office of Teaching & Learning six weeks prior to departure date. The Office of Teaching and Learning will record the information, approve/deny and send to the Transportation Office, if applicable.

1. Name of Trip Coordinator \_\_\_\_\_
2. School \_\_\_\_\_
3. Destination \_\_\_\_\_
4. Address of destination \_\_\_\_\_
5. Date of trip \_\_\_\_\_
6. Pick up time at school \_\_\_\_\_ Time bus must be back at school \_\_\_\_\_
7. Number of students \_\_\_\_\_ Grade Level(s) \_\_\_\_\_
8. Number of teachers \_\_\_\_\_ Number of non-staff chaperones \_\_\_\_\_
9. Total number of passengers \_\_\_\_\_ Number of buses required \_\_\_\_\_
10.  CSD Bus or  Charter Bus (If charter, name of company) \_\_\_\_\_
11. Wheel chair accessible vehicle needed?  Yes  No
12. Projected cost per student \$ \_\_\_\_\_
13. Funding (What funds will be utilized for transportation expenses?) \_\_\_\_\_  
\_\_\_\_\_

14. 121-AR-9 Field Trip Attendance Roster must be attached to this form or it will be returned.

**IMPORTANT NOTE:** Please advise the driver of your plans prior to departing the bus. Please provide the final roster and cell phone number to the Driver, Secretary and Principal on the day of departure.

\_\_\_\_\_  
Trip Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Teaching & Learning's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Supervisor of Transportation's Signature

\_\_\_\_\_  
Date

\*A copy of this transportation request must be returned to the Trip Coordinator once the request is approved/denied. It is the responsibility of the Trip Coordinator to confirm arrangements with transportation one week prior to the trip.



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## 121-AR-6. FIELD TRIP PERMISSION FORM

Date: \_\_\_\_\_

Dear Parent/Guardian:

This notice is to inform you that your son's/daughter's class is scheduled for an educational field trip. The details of the trip are as follows:

Destination: \_\_\_\_\_

Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Group: \_\_\_\_\_ Cost: \_\_\_\_\_

The cost of this trip may not be REFUNDABLE.

Checks should be made payable to \_\_\_\_\_

And must be returned to school by \_\_\_\_\_

Please indicate receipt of this letter and your being informed that you son/daughter will have the opportunity to participate in this trip by signing the attached form and returning it to school by:

Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

Special Notes:

1. The Centennial School District is not responsible for services not delivered by non-school contractors/firms.
2. The Centennial School District assumes no liability for activities conducted as a part of a school trip.



Student's Name: \_\_\_\_\_

Trip: \_\_\_\_\_

Date: \_\_\_\_\_

My signature below will acknowledge receipt of information regarding the aforementioned educational field trip and grant permission for my child to participate.

My signature below will acknowledge receipt of information regarding the aforementioned educational field trip. I DO NOT grant permission for my child to participate.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 121-AR-7. FIELD TRIP MEDICAL INFORMATION FORM

<b>STUDENT INFORMATION</b>	Name _____ Grade _____
	Address _____
	Home Phone _____ Date of Birth _____
	Father's Name _____ Home/Work Phone _____
	Mother's Name _____ Home/Work Phone _____
	Parent Cell Phones: Mother _____ Father _____
Alternate Contact Person _____ Phone _____	
<b>MEDICAL INFORMATION</b>	Health Insurance Carrier _____ Policy # _____
	Physician's Name _____ Phone _____
	Note any allergies/medical conditions of which we should be aware _____
	Tetanus Booster _____ (Date)
	Present Medications _____
<p>In compliance with District policy, no student is permitted to carry any form of medication unless authorized in writing by the District. Arrangements for transport of medication essential to your student's health should be made with the school nurse. If your student will need any medication during the trip, you are encouraged to accompany your child. Parent/Guardian of student requiring prescription medication must check one (1) of the following:</p> <ol style="list-style-type: none"> <li>1. _____ My child will omit his/her daily scheduled medication on the day of the trip.</li> <li>2. _____ My child may take his/her regularly scheduled medication upon returning to school.</li> <li>3. _____ I would like to accompany my child on the trip and I will administer the prescription medication to my child.</li> </ol> <p>If you check #1 or #2, please provide doctor's note of confirmation to the school nurse ten (10) days prior to the scheduled field trip and review plan for the day regarding medication.</p>	
<b>SIGNATURE</b>	<p>In case of illness or emergency, and in the event parents/guardians, physician, or other persons named on this form cannot be contacted, the school officials are authorized to take whatever action is deemed necessary for the health and safety of my child. I also give permission for my child to be taken to the hospital and treated in case of emergency.</p>
	<p>Parent/Guardian Signature: _____ Date: _____</p>

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## 121-AR-8. FIELD TRIP CAFETERIA INFORMATION

Please submit this form to the Cafeteria Manager at your school 10 days prior to your field trip.

Date: \_\_\_\_\_

Trip Coordinator: \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

School: \_\_\_\_\_

How many students and staff will be going on the trip? \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Estimated Time of Return: \_\_\_\_\_

Select the appropriate option from the following:

- Students will not participate in cafeteria lunch the day of the field trip.
- Students will not return in time for their regular lunch. Please arrange an alternate meal time, if possible, or allow the students to eat in the classroom.
- Students will eat lunch off-site. Bagged lunches may be needed.

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## 121-AR-9. FIELD TRIP ATTENDANCE ROSTER

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time (approximate): \_\_\_\_\_

Trip Coordinator: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name of a Chaperone: \_\_\_\_\_ Cell #: \_\_\_\_\_

### Roster – Last Name, First Name (alphabetical) – Chaperones and Students

1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_

5 \_\_\_\_\_ 6 \_\_\_\_\_

7 \_\_\_\_\_ 8 \_\_\_\_\_

9 \_\_\_\_\_ 10 \_\_\_\_\_

11 \_\_\_\_\_ 12 \_\_\_\_\_

13 \_\_\_\_\_ 14 \_\_\_\_\_

15 \_\_\_\_\_ 16 \_\_\_\_\_

17 \_\_\_\_\_ 18 \_\_\_\_\_

19 \_\_\_\_\_ 20 \_\_\_\_\_

21 \_\_\_\_\_ 22 \_\_\_\_\_

23 \_\_\_\_\_ 24 \_\_\_\_\_

25 \_\_\_\_\_ 26 \_\_\_\_\_

27 \_\_\_\_\_ 28 \_\_\_\_\_

29 \_\_\_\_\_ 30 \_\_\_\_\_

31 \_\_\_\_\_ 32 \_\_\_\_\_

33 \_\_\_\_\_ 34 \_\_\_\_\_

35 \_\_\_\_\_ 36 \_\_\_\_\_

37 \_\_\_\_\_ 38 \_\_\_\_\_

121-AR-9. FIELD TRIP ATTENDANCE ROSTER - Pg. 2

39 _____	40 _____
41 _____	42 _____
43 _____	44 _____
45 _____	46 _____
47 _____	48 _____

Provide a copy to the Secretary and Driver prior to departure.

ADMINISTRATIVE REGULATION

APPROVED: September 13, 2016

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 121-AR-10. OVERNIGHT TRIP REQUEST

REQUEST FOR PRELIMINARY or FINAL SCHOOL BOARD APPROVAL  
WILLIAM TENNENT HIGH SCHOOL

Name of the organization:

Date(s) of the trip:

PURPOSE:
INTINERARY:
COST OF TRIP TO SCHOOL DISTRICT: <i>(breakdown the cost per student—room, food, transportation, registration fees and any other expenses)</i>
COST OF TRIP TO INDIVIDUAL: <i>(breakdown the cost per student—room, food, transportation, registration fees and any other expenses)</i>
PARTICIPANTS:
CHAPERONES: <i>(one adult for each 10 students)</i>

TRANSPORTATION:

ARE SUBSTITUTE TEACHERS NECESSARY?  Yes  No *If yes, calculate the cost.*