

FIELD TRIPS/TRAVEL POLICY

1. Purpose

The Board recognizes that field trips, when used as a device for teaching and learning, are integral to the curriculum and an educationally sound and important ingredient in the instructional program of the school.

2. Authority

The Board subscribes to visiting local and nearby educational resources as a part of the educational program. The School respects the rights of all students to have equal access to field trips.

3. Procedures

In all cases of trips away from the school, the teaching staff and administration are charged with the responsibility of determining if the benefits to be derived will compensate for the educational cost in terms of time and dollars. Further, all trips must be approved by the principal in consultation with the teacher involved. All field trip requests must be submitted 30 working days in advance of trip. All field trip forms must be submitted to the designated person who will submit the request to the Principal. All requests for checks or purchase orders must be requested 14 days in advance of proposed field trip from the Business Office.

The costs of all field trips are to be born by the students. There are to be no refunds to students, parents/guardians unless the field trip is cancelled. If a student does not attend for whatever reason, no money will be refunded. No field trips are to be taken in private vehicle and district-owned cars may be used only when driven by district employees.

All overnight and out-of-state trips must have the approval of the Principal prior to detail planning, announcement to students, or fundraising. The Principal, Head of School, and the Board of Directors must approve all overnight field trips

All PCA Busses are to be used for Field Trips including all other trips. If a PCA bus is unavailable the Transportation Supervisor will contact other bus companies to arrange for the requested Field Trip using the lowest bid price. The schedule is to be updated during the early part of each school year.

Field trips are considered a vital part of our school program. Any teacher who desires to take a field trip must be responsible for coordinating all phases of the trip.

Field Trips may not be cancelled unless approved by the Principal or Designee.

Teachers must:

1. Complete a field trip request form.
2. Have the principal's approval.
3. Arrange for transportation with the Principal's approval.

4. Ensure that each child has a signed parental consent form prior to departure filed with the school office, complete with emergency consent forms and contact phone numbers both cell and land lines.
5. Specifically state departure times, arrival times, and return times.
6. Arrange for proper ratio of chaperones for the number of students attending.
7. Must notify food service and special teachers of their anticipated absence for the trip. This will include a student count.
8. Must have a copy of the emergency medical form to accompany the chaperone. All medical forms must have contact information for each student including emergency contact phone numbers and medical information. A Parent/Guardian **MUST BE PRESENT** at any off-campus event if a student has **expired** inhalers, epi pens, care plans or other life-saving medication. If the parent/guardian is not able to attend the field trip, then the student will not be able to go.
9. Teacher must ensure food or food money is available for each student. Chaperones must be able to have access to funds in case of emergencies.
10. Teacher must ensure that all students are picked up after bus arrival from extended day trips.
11. Teachers must have a form of communication, cell phones, cell phone contact numbers, hand held radios etc. between the school and appropriate contact persons. This may include laptop computers with a modem. There must be several email addresses that may be used to contact someone from the school.
12. The Delaware Department of Education must be informed of all field trips that are out of country and in addition, if Providence Creek Academy is hosting any out of country group, the Delaware Department of Education must be notified.
13. All destination phone numbers or other form of communication must be provided to the school prior to departure.
14. Arrangements for placement/supervision must be made by the Teacher for any Student not participating in the field trip. The School Office is not responsible for Student placement and the Student will not be left in the office.
15. As a team, plan three (3) mandatory educational field trips for the school year by the end of September of each year.
16. Students must attend educational field trips throughout the school year. In the event a student misses more than one (1) of these field trips, the Principal/Head of School will determine the student's participation in the end of the year field trip.
17. Teachers must escort students who have been identified by the Administration.

18. All chaperones must be 21 years of age and have in their possession a written procedure for escorting students to include student contact information, all attending teachers contact information and school contact information.
19. Any student under contract or on a behavioral improvement plan must be escorted by their parent or guardian. If the parent or guardian is unable to accompany their child, the student may not participate in the field trip unless chaperoned by PCA Staff.
20. Once students are assigned to a chaperone or a teacher they must remain with that person unless a transfer is approved by the teacher in charge.

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