

Lower Merion School District

ADMINISTRATIVE REGULATIONS

No.: 121
Section: PROGRAMS
Title: FIELD TRIPS AND CLASS TRIPS
Date Last Revised: 10/10/14; 2/8/13; 12/19/88
Reviewed: 3/3/23

R121 FIELD TRIPS AND CLASS TRIPS

General Guidelines

1. A parent/guardian shall be notified in writing at least 6 weeks in advance of a field trip or class trip. A parent/guardian must sign and return the permission slip for the field trip before a student is permitted to participate.
2. Only those field/class trips which are specifically included in a course of study are authorized. Field/class trips not included in a course of study must be approved by the Director of Elementary or Secondary Education.
3. The School District shall provide transportation to and from the destination of the field trip or class trip. Students shall pay admission fees where required. However, no student shall be denied an opportunity to participate in a field trip because the parents/guardians are unable to afford the admission fee.
4. If a parent/guardian or a teacher believes that it would not be in the best interest of the student or of the class for a student to participate in a field trip, the teacher shall consult with the school principal. Any alternative arrangements approved by the principal will be communicated to the parents/guardians in writing.
5. When determining the ratio of adults to students on a class trip or field trip, the following factors should be considered: health and safety concerns, age and developmental level of students, location of trip, nature of activities etc. The teacher is responsible for ensuring that students are adequately supervised on the trip and should submit the plan for adult supervision to the principal in advance of the trip. Parent/guardian chaperones may not have responsibility for chaperoning students with health needs or emergency medication.

In general, the following ratios of adults (not including school personnel) to pupils for field trips should be secured (Note: The term "local" as used below refers to Lower Merion Township and Narberth-based institutions):

<u>Grade</u>	<u>Local Institution</u>	<u>Other Institution</u>
Kindergarten and First Grade	3 adults per class	1 adult per 5 pupils
Second through	2 adults per class	1 adult per 8 pupils

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Fifth Grade

Sixth through Eighth Grade	2 adults per class	2 adults per class
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Ninth through Twelfth Grade	1 adult per class	1 adult per class
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Special Education	2 adults per class	2 adults per class
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6. Required procedure for teachers for scheduling of field/class trips:
 - A. Obtain the permission of the school principal to schedule the field trip.
 - B. Ensure that the trip is accessible for students with disabilities and that accommodations included in student 504s and IEPs can be implemented on the trip.
 - C. Contact the venue/institution and make necessary arrangements. Consider necessary accommodations for students with disabilities.
 - D. Meet with school nurse at least one month in advance of trip to plan for management of student health needs on trip. Plan for staff supervision/monitoring of students with emergency medications that do not require a nurse. Ensure that designated non-nursing staff have been trained to recognize and respond to emergencies including administration of emergency medications as per student emergency care plans.
 1. If it is determined in collaboration with the school nurse that a nurse is required to attend, submit the request for nurse to attend trip at least one month in advance of trip.
 2. Ensure that emergency medications for students with life threatening conditions accompany students on the trip.
 - E. Designate at least one staff member attending the event to be responsible for bringing emergency contact information for students attending the trip and for administrators.
 - F. Submit requisition for a bus to arrive in the Transportation Department at least two weeks in advance of the scheduled field trip. The requested time of departure from the school and from the field trip location should be understood as the time the bus should

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leave the premises, not the time to begin boarding. Arrange for transportation of students with special mobility needs.

- G. Provide directions to the destination and itinerary to the bus driver. Provide telephone contact information of staff to driver and obtain driver's phone number.
 - H. Send permission and related forms to parents and ensure that they are collected by the established due date.
 - I. Notify the school's Nutritional Services department two weeks in advance if students will have an opportunity to purchase a bagged/boxed lunch.
 - J. Ensure that students are adequately supervised on trip and to/from trip and that expectations for behavior are clearly communicated to students.
 - K. Prepare the class for the field trip.
 - L. Conduct appropriate follow-up activities in the class after the field trip is completed.
7. The following are Transportation guidelines:
- A. No more than eight buses will be allocated for field trips on a daily basis. Should requisitions for school buses result in a total of more than eight buses on any given day, preference will be given to field/class trips and requisitions first received.
 - B. Field/class trips will be authorized only on days when the public schools are in session unless approved by the Director of Elementary or Secondary Education. Approval may be conditional upon availability of buses and nursing staff.
 - C. Field/class trips will not be authorized on late arrival/early dismissal days unless approved by the Director of Elementary or Secondary Education.
 - D. No trips will be scheduled after June 1st of each school year unless approved by the Director of Elementary or Secondary Education. Such trips scheduled after June 1 may be conditioned upon availability of buses and nursing staff.
 - E. No trips will be scheduled during the first two weeks of the school year unless approved by the Director of Elementary or Secondary Education or as part of a

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scheduled PIAA game. Such trips may be conditioned upon availability of buses and nursing staff.

- F. Buses for field/class trips generally are not available before 9:30 a.m. and must be back at the Transportation Department by 2:00 p.m.
- G. As related to allocation of trips, one bus equals one trip. That is, if a group is going somewhere and requires two buses; two field trips have been used from the total allocation.

General Procedures and Rules for Chaperones for School Field Trips

1. Whenever a principal has determined that adult assistance is needed for a field trip over and above the school staff assigned to the trip, the Principal has discretion to request that a set number of parents/guardians accompany students as chaperones on a particular field trip. Parents/guardians of students with disabilities or their authorized designee may attend trips with their child to provide services that would otherwise be provided by nursing staff as per the student's IEP or 504. The parent's authorized designee may not be a District employee, student or person under the age of 18.
2. Parent/guardian chaperones attend field trips to assist the entire class, not just his or her own child unless it has been arranged for parent/guardian or their authorized designee to accompany his/her own child to provide services that would otherwise be provided by a staff person such as a nurse as part of the student's IEP or 504.
3. Parent/guardian chaperones shall refrain from disruptive conversation and from disruptive interaction with children or staff during field trips.
4. Once the Principal determines how many parent/guardian chaperones are desired on a particular field trip, the teacher will share this information with the parents/guardians of the class.
5. If more than the desired number of parents/guardians wish to accompany the class as chaperones on a particular field trip, the chaperones will be chosen at random with preference given to those who have not yet been chaperones.
6. If a parent/guardian does not effectively assist the entire class on a particular field trip, or engages in disruptive interactions or conversations during the trip, the Principal has the discretion to request that the parent/guardian not serve as a chaperone on subsequent field trips.
7. Unless acting as a chaperone, parents/guardians may not accompany their child on school field trips unless required by the child's IEP or Service Agreement or unless they are providing a service that would otherwise be provided by a school nurse.

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8. All chaperones for overnight field trips are required to submit background clearances to the extent required by other applicable board policies and regulations cross referenced below.

Cross reference: Policy and Administrative Regulation No. 806, Child/Student Abuse