

# SMYRNA SCHOOL DISTRICT

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## ***PROCEDURE***

|                          |               |                            |                |
|--------------------------|---------------|----------------------------|----------------|
| <b>Section:</b>          | 5000 Students | <b>Office Responsible:</b> | Central Office |
| <b>Procedure:</b>        | 5138 Trips    |                            |                |
| <b>Related Policies:</b> | 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. Any exceptions to deadlines must be approved by your building principal and the Director of Teaching and Learning.
- 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.

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- 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 used more than once in a school year, but forms must be less than one year old.
- h. Chaperones must accompany students during all travel (including planes, trains, rideshares, buses, etc.). Behavior contracts should note that if a student is sent home for disciplinary reasons, travel accommodations will be at the expense and the responsibility of the student's guardian.
- i. 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.

### **Chaperone Ratios to Consider:**

| <b>Age of Student</b>                        | <b>Staff/Student Ratio</b> |
|----------------------------------------------|----------------------------|
| 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                       |

\*Additional chaperones may be approved by the Building Principal based on specific needs.

### **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:

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- 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.

#### **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 Information Form.
- f. Hotel room assignments must be gender specific. Individual concerns should be discussed with the building principal.
- g. Air BNB's and other privately owned rentals are not permissible lodging sources.
- h. Out-of-state transportation vendors should be approved by the Finance Department at least 30-days prior to the field trip.
- i. If the trip is sanctioned / hosted by another group (CTSOs, Band/Chorus, etc.) teachers should make every effort to adhere to the recommended travel accommodations. Exceptions should be approved by the building principal.
- j. Chaperones should be gender specific; chaperone-for-student assignments must be detailed and attached to the Field Trip Information Forms. Individual concerns should be discussed with the building principal.
- k. Chaperone forms should be completed and submitted to the building principal at least 14days before the field trip.
- l. Chaperone forms may be used more than once in a school year, but forms must be less than one year old.
- m. Chaperones must have sleeping quarters that are separate from students, except when parents are chaperoning their own child.
- n. The lead chaperone should communicate expectations with all other chaperones.
- o. Chaperones are required to check in with their assigned students on a regular basis. This schedule should be determined by the lead chaperone.
- p. Behavior contracts ([see example](#)) should be signed by parents prior to students attending any trips.

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### **5. Staff Compensation**

- a. Approved staff members may submit a time sheet for any Saturday, Sunday, or holiday break. The trip must require an overnight stay, and involve chaperoning students.
- b. Two staff members will be asked to accompany students on overnight trips. Additional staff members will be approved at a 15:1 student to teacher ratio. Ratio needs will include the two original staff members. Special circumstances should be discussed and approved by the building principal and Director of Teaching and Learning.
- c. Staff members submitting time sheets may only submit 7.5 hours each day, including a ½ hour meal break. Regularly scheduled workdays may not be submitted for additional pay.
- d. Hourly pay rate will be based on the annually approved rate by the State of Delaware.

### **6. Additional Travel Guidance**

- a. Please reach out for support from building administrators any time support is needed.
- b. All van reservations should be filtered through the SSD Central Office.
  - i. Fleet owned vehicles must utilize Fuelman Gas Stations, the assigned Fleet card and your personalized Fleet PIN.
  - ii. If traveling out of state with a Fleet van, you must call or email Fleet prior to the trip so that the Fuelman Card will work outside of Delaware.  
fleetreservation@delaware.gov or 302-739-2277
  - iii. SSD owned vehicles must utilize the SSD gas card, SSD PIN associated with the vehicle, and any receipts should be turned in with the keys.
- c. Overnight stays should be approved for out-of-state travel only.
  - i. Multi-day conferences/activities within the state should not require overnight stays. District vehicles are available for daily trips with limited student participation. This reduces costs for the district and our families.
- d. Payment for travel should take into consideration SSD Finance Department timelines.
  - i. The use of the district credit card is dependent of space on the card.
  - ii. Credit card transactions should be discussed and approved with building financial administrative assistants and the SSD finance office before May 1<sup>st</sup> of each school year.
  - iii. Receipts for all expenses, including travel and hotel, should be turned in with a reimbursement form upon return. Hotel receipts should be updated and printed at the end of the stay.
  - iv. Out of state vehicle use (rentals, rideshare, etc.) should be approved by the finance office prior to making reservations.
- e. All fundraisers for travel events should be approved by the building administrator and communicated to the Superintendent's Administrative Assistant for a weekly email blast.

### **Forms and Timelines**

| Requested Form | Where to Submit Form | Form Submission Deadline |
|----------------|----------------------|--------------------------|
|----------------|----------------------|--------------------------|

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|                                                                                                                                |                                                                    |                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Pre-Approval Field Trip Form</a><br>(for overnight trips only)                                                     | Director of Teaching and Learning                                  | At least 60-days prior to field trip                                                                                                                                                                                      |
| <a href="#">Field Trip Information Form</a>                                                                                    | Director of Teaching and Learning                                  | At least 30-days prior to field trip                                                                                                                                                                                      |
| Transportation Information                                                                                                     | Lead Teacher Maintains this Documentation                          | Communicate with Central Office at least 30-days prior to field trip if a van is needed. Out-of-state travel vendors should be approved by Finance at least 30-days prior to field trip and before reservations are made. |
| <a href="#">Lunch Forms(s)</a>                                                                                                 | Child Nutrition Manager <i>Lead teacher should maintain copies</i> | Notify Cafeteria Manager at least 14-days prior to field trip. Turn in forms at least 2 days prior to field trip.                                                                                                         |
| <a href="#">Chaperone Form(s)</a>                                                                                              | Building Principal<br><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                                                                                                                                                              |
| <a href="#">Parent Permission Form</a>                                                                                         | Lead Teacher Maintains this Documentation                          | Teachers are encouraged to have all forms returned at least 7-days prior to field trip                                                                                                                                    |
| Behavior Contracts (Required for overnight trips, optional for other trips.) <a href="#">Travel Behavior Contract - Sample</a> | Lead Teacher Maintains this Documentation                          | Teachers are encouraged to have all forms returned at least 7-days prior to field trip                                                                                                                                    |
| Fundraising: Use <a href="#">this form</a> to have your fundraisers shared across the district.                                | Submit digitally, via linked form.                                 | Please complete this form a minimum of 7 days prior to the close of the fundraiser.                                                                                                                                       |
| <b><u>High School Specific Forms:</u></b><br><a href="#">Academic Experience Request</a><br><a href="#">Driving Form</a>       | Building Principal                                                 | At least 7-days prior to field trip                                                                                                                                                                                       |

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Approval Acknowledged by:

A handwritten signature in black ink that reads "Deborah Judy". The signature is written in a cursive, flowing style.

Deborah Judy  
Superintendent

Procedure Actions  
Adopted: 09/03/24  
Revised: 10/31/20  
09/25/25