

DERRY AREA SCHOOL DISTRICT
DERRY, PENNSYLVANIA 15627

REQUEST FOR FIELD TRIP AS PER POLICY #121/#210

REQUESTS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO A SCHEDULED BOARD MEETING (Board meetings are the 1st Thursday of the month)

TEACHER(S) NAME _____ DATE _____

CHAPERONES ATTENDING _____

*CERTIFIED NURSE ATTENDING _____

EVENT TITLE _____

LOCATION _____

DATE(S) OF EVENT _____

PURPOSE _____

STUDENTS ATTENDING (Individual names or group name i.e. 12th grade AV production classes, Child Development classes, HS Ensemble, 4th grade)

ESTIMATED COST TO DISTRICT (Transportation, Substitute etc. If none or paid by student/parent group state no cost to district)

Approved by _____ Principal Date _____

After principal approval, please send request form to Barbara Visconti for board approval.

You will be notified in writing after the meeting if the request has been approved.

Board approved _____ Board Secretary Date _____

Board Policy #121 defines a field trip as a journey by pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a firsthand educational experience not available in the classroom.

It further states that the Board shall approve all field trips and overnight trips. Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations. The Board does not endorse, support, or assume responsibility in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this district for such trips within the facilities or on school grounds of the district without Board permission.

The entire policy is available for review upon request.

*(Over)

08/22/16

* In the event that a student who will be attending the field trip requires the administration of medication during the trip, it is required that a certified, licensed nurse accompany students, teachers and chaperones on the field trip. Policy 210, Medications, stipulates the following:

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

- 1. Assigning school health staff to be available.***
- 2. Utilizing a licensed person from the school district's substitute list.***
- 3. Contracting with a credible agency which provides temporary nursing services.***
- 4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.***
- 5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.***
- 6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.***

Licensed volunteers must be Board approved and enter into a formal agreement with the Derry Area School District.