

**HOPE for Hyndman Charter School  
130 School Drive  
Hyndman, PA 15545**

**Board of Trustees Policy  
FIELD TRIP POLICY AND GUIDELINES**

**Purpose:**

The Board of Trustees of HOPE for Hyndman Charter School ("Charter School") recognizes that field trips, when used for teaching and learning, provide educationally sound and important enhancements to the instructional program. A field trip is any planned journey for one or more students away from Charter 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 first-hand educational experience not available in the classroom.

**Procedure:**

Field Trip Requests for the upcoming school year should be presented by the Principal for approval to the Chief Executive Officer ("CEO") three (3) months prior to planned date of the field trip.

Whenever it is determined that the health, safety or welfare of those who are traveling might be adversely affected, the CEO and Board reserve the right to withdraw approval for participation in the trip. Charter School will assume no liability to anyone for reimbursement of any costs or expenses incurred by any trip for which the CEO or Board withdraws its approval. The withdrawal of approval will not be arbitrary.

The staff will be notified of the approval or disapproval of a Field Trip Request in a timely fashion. This process works best when deadlines for submitting requests are adhered to.

**Attached to this policy are Senior Trip Regulations to be reviewed by all seniors and their family members prior to participating in a Senior Trip.**

**Authority:**

1. Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations. Charter School staff act as a sponsor or assistant for an officially approved school activity under school guidelines during instructional hours.

2. The Board does not endorse, support or assume responsibility in any way for any staff member of Charter School that takes students on trips or solicits students for trips not approved by the Board or CEO.

**Guidelines:**

1. All Field Trips are initially reviewed by the Principal and recommended to the CEO for approval. Completed plans should be submitted to the CEO for final approval no later than three (3) weeks before the trip.

2. All trips taken during regular school hours on days scheduled for instruction must have a verifiable educational purpose directly related to current study. Field trips are intended to enrich and extend the curriculum. They should not be used as an incentive or reward.

3. All trips must provide for adequate rest, nutritious and timely meals, and reasonable hours of departure and return. Provision for student health and safety should be clearly stated in the Field Trip Request form.

4. Advance arrangements for eating, transportation, and health safeguards for carrying out the itinerary must be confirmed for each participant making the trip. Parents and students should agree in advance on the recommended amount of spending money, if any, each student will have. Please note that visiting souvenir shops is not part of itineraries for field trips. A detailed, approved, itemized itinerary must be left on file in the school office along with a list of addresses and telephone numbers where students and adults on the trip may be reached in case of an emergency. The final written plans will include the roster of participants for the trip and must be approved in writing by the CEO.

5. All trip itineraries should avoid planned non-supervised time. Chaperones must assume responsibility for students throughout the entire trip. A teacher/sponsor shall not change an approved itinerary while the trip is in progress, except where the health, safety or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. If there is any necessary deviation from the established itinerary and/or time schedule, affecting either the entire group or any member of the group, the individual in charge of the trip should use a pre-determined system for notifying parents and the CEO of the change immediately.

6. Students and parents should be prepared and informed as to the purpose of the trip, what to look for when they arrive, itinerary, and specific expectations and goals for student learning.

7. Teachers should remind students that their manners and behavior reflect upon the image of Charter School and that the School Code of Conduct is applicable to actions of students on field trips away from the school premises.

8. Signed parental permission forms and medication and emergency treatment forms for each student are required before a student may attend a field trip.

9. Each trip shall be properly monitored and supervised. All adult parent chaperones must have full child abuse, criminal and FBI clearances on file with Charter School prior to being permitted to accompany students on a field trip.

10. In the event of an emergency situation, the teacher/sponsor(s) is responsible for notifying the CEO by telephone as soon as possible.

11. Students are expected to travel to and from the field trip with the staff responsible for the trip. Student travel by any other means is considered not under school jurisdiction and the Board assumes no liability for students who are for any reason transported by parents or in private cars.

*This space intentionally blank*

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

ADOPTED this day \_\_\_\_\_ of \_\_\_\_\_, 2015

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**HOPE for Hyndman Charter School  
Senior Trip Regulations**

**WHEN:** If taken, the senior trip must be taken during the months of April or May of a student's graduating school year.

**APPROVAL:** Senior advisor and senior class must have prior approval for senior trip at least three (3) months prior to the trip from the Charter School's Board.

**LENGTH:** The senior trip must be no more than five (5) days in length and no more than three (3) school days.

**TYPE:** If a trip is taken during a school day, there must be educational content within the trip. One educational curricula per school day is required.

**PAYMENT:** The senior trip must be paid for by fundraisers by seniors. If seniors are unable to fundraise enough money for the trip, they must pay for the trip through personal funds.

**LOCATION:** Senior trips must be taken within the United States. Senior trips may go out of state with prior approval from the Charter School's Board.

**EXAMPLES:** Senior trip may be permitted to go to:

- (1) Amusement Parks;
- (2) Museums;
- (3) Shopping Malls;
- (4) Plays;
- (5) Concerts;
- (6) Cruises;
- (7) Beaches;
- (6) Other locations with prior approval by the Charter School Board.

Senior Trips may not go to:

- (1) Bars/Clubs;
- (2) Out of the country;
- (3) Private Parties (not affiliated with the Charter School).

**ACCOMMODATIONS:** During senior trips, seniors may stay in hotels and motels; however, seniors may not stay in condos, bed and breakfasts or inns. Males and females will be separated (except for chaperones and their spouses).

**CHAPERONES:**

- (1) The senior class advisor will be one of the staff members on the senior trip.
- (2) There must be at least one Charter School staff member for every ten (10) students with a minimum of two (2) Charter School staff members on the trip. These numbers are subject to change as circumstances require.
- (3) There must be one (1) female and one (1) male staff member on the trip.
- (4) No parents of a senior will be allowed on the trip unless medically required by a certified doctors letter.
- (5) Chaperone staff members may pay for their spouse to attend a senior trip upon prior approval by the Charter School Board. Both the Chaperone and the chaperone spouse must have full child abuse, criminal and FBI clearances on file with Charter School prior to being permitted to accompany student on a field trip.

**PERMISSION FORM:** Each senior and his/her parent/guardian are required to supply the senior trip permission form noted below.

**ABSENT:** A senior who wishes to participate in the senior trip must have a good attendance record, meaning they may not have missed more than twenty-five (25) days during the school year (this does not include valid doctor's excuses; however, it does include illegal, suspended and unexcused days).

**GRADES:** To participate in the senior trip, seniors must be passing all classes at the end of the first semester.

**DISCIPLINE:** To participate in the senior trip, a student must not have been assigned an out of school suspension during the school year (special permission may be granted by a committee appointed by the CEO).

**FEES:** To participate in the senior trip, a student must have all outstanding obligations, including, cafeteria, uniform money and book fines, paid in full prior to the trip.

**HOPE for Hyndman Charter School  
Senior Trip Permission Form**

**IMPORTANT:** Your name must be printed exactly the way it appears on the form of ID you will be using while traveling (driver's license, school ID card). We will need a photocopy of this ID.

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

Parent/Guardian's Name: \_\_\_\_\_

Having read the Senior Trip Rules and Regulations, I give my son/daughter  
\_\_\_\_\_ permission to go with the Senior Class of \_\_\_\_\_ to  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

☐ Signatures are required for both the Senior Trip Permission Form AND the Senior Trip Rules Form

☐ The medical questionnaire attached to this form needs to be completed and returned with a signature and a copy of your health insurance card. (A physician's signature/stamp is only required if medication is listed).

The section below will be filled out by Senior Class Advisor as payments are received. Please make checks payable to: HHCS Senior Class of \_\_\_\_\_.

<b>PAYMENT</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>TYPE OF PAYMENT</b>	<b>WHO COLLECTED</b>

**HOPE for Hyndman Charter School**  
**Senior Trip Rules**

1. The possession, use or any association with alcoholic beverages, tobacco, or unlawful drugs is forbidden. Possession or consumption of any of the aforementioned, or engaging in grossly improper behavior, will result in the student being sent home at their parent/guardian's expense. A Board meeting will be held upon the student's return to see if the student will be barred from attending graduation ceremonies.
2. Students are prohibited from obtaining tattoos or body piercings while on a school function. Parents must understand that the chaperones accept no responsibility if a student breaks this rule.
3. All students are expected to attend all trip activities and adhere to chaperone directions. A chaperone's word is final and students must follow all directions at all times without questions.
4. Room curfews are to be adhered to. No student should leave their room without chaperone approval. Violations of the curfew will result in the curfew time for the entire group being moved up on subsequent nights. Room checks will be made each night by the chaperones. No males are allowed in female hotel rooms and no females are allowed in male hotel rooms at any time.
5. Students must be prompt according to the itinerary of the day.
6. Rooms, luggage, purses, personal items, backpacks, etc. may be searched at any time by a chaperone of the same gender as the individual being searched. Luggage is limited to only one (1) suitcase or bag and one small carry-on per student.
7. Any damages incurred to hotel rooms are the responsibility of the students assigned to that room and penalties for the damages will be paid for by those students. Each hotel room will be inspected prior to departure.
8. Students are not allowed to patronize bars, pubs or businesses that require you to be a specific "drinking age" at any time during the trip.
9. The dress code on the trip will be clean, decent, sporty clothing – nothing sloppy. The dress code in the room area is that everyone should be decently dressed at all times.
10. Students are to report any illness or injury immediately to a chaperone. First aid supplies will be available. Students are to be responsible for their own medications; however, all medications must be cleared by the chaperones and registered with them (see medical questionnaire).
11. Behavior that would interfere with the rights of others, particularly guests, or that would reflect badly upon the Charter School, will not be tolerated. This type of behavior includes disrespect, profanity or boisterousness.



12. A student may, at any time, lose the privilege to participate in the senior trip for failure to meet the Behavior Standards for Participation in school sponsored events.

13. Throughout the entire school trip, all school rules, policies and present school procedures must be followed. If students must be sent home, parents will be notified and transportation will be at the student's expense. Any violation of school rules could result in suspension upon return to the Charter School.

14. The chaperones are not responsible for loss or theft of personal items or valuables. Students are responsible for keeping track of their own belongings, including cell phones and music players.

15. It is the responsibility of the parent/guardian to inform the Charter School nurse, before the trip, of any new medical problems which have arisen since the signing of this release.

I have read and agreed to the above rules and regulations.

Student Signature:\_\_\_\_\_

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

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

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

**HOPE for Hyndman Charter School  
Senior Trip Medical Information**

Please print and respond to every line...Thank You!

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: Name: \_\_\_\_\_

Phone:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Parent/Guardian: Name: \_\_\_\_\_

Phone:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

If your parent/guardian cannot be reached, and it is an emergency, we should call:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Answer all of the following questions or identify as N/A (Non-Applicable):

1. List any/all medical problems your child has or takes medication for:

\_\_\_\_\_  
\_\_\_\_\_

2. Name of Family Doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Dentist: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Orthodontist: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Allergies: \_\_\_\_\_  
 Medicine for Allergies: \_\_\_\_\_
4. Last Tetanus Shot: \_\_\_\_\_
5. List all medication your child will be bringing on this trip, including any over-the-counter medication: \_\_\_\_\_  
 \_\_\_\_\_

My child has my permission to self-administer the above-listed medications, which will be in their original container. I have instructed him/her about their proper use, including the indication of need, proper dosage, proper time intervals, the dangers of mixing medications, possible side effects, and the reasons for never sharing medications. Please note: HHCS requires a parent/guardian signature as well as a Physician's signature for all prescribed medications.

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

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical/Treatment Consent:**

I hereby give my written consent for my son/daughter \_\_\_\_\_ to receive emergency care as necessary while he/she is participating in the HHCS Senior Trip.

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

**Authorization for Release of Medical Information:**

I hereby give written consent for the release of medical information or records necessary for medical treatment of my son/daughter as required under the Health Insurance Portability and Accountability Act ("HIPAA")

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

**\*\*A COPY OF YOUR HEALTH INSURANCE CARD MUST BE ATTACHED TO THIS FORM\*\*** This form will be carried by the Chaperone at all times during the Trip.