



THE SCHOOL DISTRICT OF PHILADELPHIA

CHIEF SCHOOLS OFFICE

440 North Broad Street – 2nd Floor, Portal A
Philadelphia, Pennsylvania 19130

SY2018-2019 School Trip Guidelines

Beginning with the 2018-2019 school year, overview of all school trips – In-City, Out-of-City, Overnight, and International – will now be managed by the Chief Schools Office. The Chief Schools Office is committed to ensuring all school trips are educational and following approved guidelines. The safety of District students, staff, and parents/chaperones is paramount.

SCHOOL-SPONSORED TRIPS

All school-sponsored trips are expected to adhere to the following conditions:

- Trip date not before Monday, October 1, 2018, or after Friday, May 31, 2019
- Trip site approved by the Office of Risk Management
- Transportation provider approved by the Office of Transportation
- Trip purpose aligned with curriculum and current classroom instruction
- Completed EH-81 (Trip Request form)
- Completed EH-80s (Parental Permission form)
- Schools may not pay or contract with trip-related vendors, or fundraise for trips without full trip approval
- Submission timelines must be followed; late or last-minute requests are not permissible

Trips involving a physical activity (ex., bowling, swimming, roller-skating, rock climbing, hiking, etc) require an approved letter from James Lynch (jlynch@philasd.org) in the Office of Athletics.

Out-of-City, Overnight, and International trips are not considered approved until the designated school-trip personnel receive emailed confirmation of approval from **both** the Network Office and Chief Schools Office.

Amusement park rides will not be approved under any circumstance. Examples of amusement parks are: Dorney Park, Clementon Park, Hershey Park, Six Flags Great Adventure, Disneyland, Disney World, etc. Trips to Sky Zone, Stratosphere, Funplex, trampoline parks and water amusement parks are not approved. Amusement park *visits* will be approved **only** when students are invited to participate in a scheduled academic competition and/or performance. Proper documentation must be attached to the EH-81.

EH-81 (Trip Request form)

Must be completed in full and include the following information:

- APPROVED** trip location with complete address
 - The Approved Trip Location list is distributed monthly by the Office of Risk Management.
 - State universities and colleges, and federal, state, and city facilities, i.e., museums, City Hall, Independence Mall, are considered approval exceptions.

- **If a trip venue or location is not on the approved list, the school must obtain location approval in advance of submitting the trip packet.** Contact Cheryl Rollins (crollins@avigrp.com) in the Office of Risk Management via email and provide a *valid* ACORD Certificate of Insurance for the trip location. Ms. Rollins will submit written proof of approval or denial of the insurance certificate upon her review.

- APPROVED** transportation provider clearly identified
 - Only approved bus vendors may transport students
- Date of trip, including time departing and time returning to the school
- List of accompanying teachers, their respective grade group(s), and number of students
- Bus Service - Yes/No
- Cost of trip per student; if there is an associated trip cost, indicate how it is being paid (ex. student, fundraiser, etc.)
- Non-exclusion Statement: “No child will be excluded due to cost”
- Attached statement of educational purpose of the trip

EH-81 must also have attached:

- List of students attending the trip and their ID numbers
- List of any additional adult chaperones
- Detailed itinerary and statement of educational purpose of trip

EH-80 (Parental Permission form)

Must be completed in full and include the following information:

- Student information: name, ID#, and date of birth
- Brief statement of educational purpose of trip
- Parent/guardian information, including a good contact number
- Emergency contact(s); students’ emergency contact information must be in the possession of the lead teacher for the trip’s location
- Current health information
- Parent/guardian approval, signature and date

TRIPS NOT SPONSORED AT THE SCHOOL-LEVEL

GearUp, College & Career Readiness, and After School Activities Partnerships will follow the same guidelines as schools for all trips.

JROTC and CTE will generally follow the same guidelines as schools for all trips. Exceptions will be made as needed.

Athletics trips for District-sponsored athletic events (track and field meets, games, matches, etc) will be reviewed and approved by the Office of Athletics. International athletics trips must also acquire the approval of the Office of Athletics *and* the Chief Schools Officer.

Trips that are not District-sponsored may not occur during school hours. Participants may not use or enter the school building, and they may not use District forms.

Additional guidelines for each trip category are attached. If you have questions regarding something not covered in this information, please contact your Learning Network office.

ADDITIONAL GUIDELINES FOR EACH TRIP CATEGORY

1. In-City Trips

Final approval required from:

- School Principal

Paperwork preparation deadline:

- At least **two (2) weeks prior** to the date of the trip

Forms to be completed:

- EH-81 ([see above information](#)) – in-city trip ratio is 1:10; one chaperone/teacher for every ten students
- EH-80 ([see above information](#)) – for each student attending the trip; **to be kept on file at the school and available for review by the Network and Chief Schools Office.**

Additional Requirements/Information:

- A copy of the EH-81 must be shared with your Learning Network for informational purposes.
- The Network Assistant Superintendent signature is not required, unless the venue is not listed on the list of District-approved trips. [See above information regarding location/venue approval.](#)
- For movie trips, the name of the movie and its MPAA film rating are required on the EH-81 and EH-80.
- Only** locations inside of the Philadelphia city limits are considered in-city trips (191-- zip codes); all other locations are not in-city and must be processed appropriately with the Network and Chief of Schools office.
- Trips scheduled to end after city curfew (10:00 p.m.) are not to be approved. The curfew for the City of Philadelphia is 10:00 p.m.**

2. Out-of-City Trips

Final approval required from:

- Chief Schools Officer – Schools must **first** submit all out-of-city trips to their Learning Network office for review. The Network Assistant Superintendent will apply their approval signature as appropriate and move the request on to the Chief Schools Office for final approval. Out-of-city trips must have the Network Assistant Superintendent's approval **before** review by the Chief Schools Office.

Paperwork submission deadline:

- At least **six (6) weeks prior** to the date of the trip

Forms to be completed:

- EH-81 ([see above information](#)) – out-of-city trip ratio is 1:10; one chaperone/teacher for every ten students
- EH-80 ([see above information](#)) – for each student attending the trip; **to be kept on file at the school and available for review by the Network and Chief Schools Office.**

Additional Requirements/Information:

- Any trip outside of the Philadelphia city limits is considered an out-of-city trip.
- Late night returns – Provide specific information detailing how students will get home after returning to school location.
- When students return from a trip during evening/night hours or other non-school hours, school personnel must remain with the students until those students have all been released to a parent or guardian.

Trips scheduled to end after city curfew (10:00 p.m.) will not be approved. The curfew for the City of Philadelphia is 10:00 p.m.

3. Overnight Trips

Final approval required from:

Chief Schools Officer – Schools must *first* submit all overnight trips to their Learning Network office for review. The Network Assistant Superintendent will apply their approval signature as appropriate and move the request on to the Chief Schools Office for final approval. Overnight trips must have the Network Assistant Superintendent’s approval *before* review by the Chief Schools Office.

Paperwork submission deadline:

At least **eight (8) weeks prior** to the date of the trip

Forms to be completed:

EH-81 ([see above information](#)) – overnight trip ratio is 1:10; one chaperone/teacher for every ten students

EH-80 ([see above information](#)) – for each student attending the trip; **to be submitted with the trip packet**

Additional Requirements/Information:

Late night returns – Provide specific information detailing how students will get home after returning to school location.

When students return from a trip during evening/night hours or other non-school hours, school personnel must remain with the students until those students have all been released to a parent or guardian.

Trips scheduled to end after city curfew (10:00 p.m.) will not be approved. The curfew for the City of Philadelphia is 10:00 p.m.

Chaperones – must be gender specific; chaperone-for-student assignments must be detailed in the trip packet

Current safety clearances, less than one year old, for all chaperones who are not District personnel (PA Child Abuse, PA Criminal, FBI)

Room assignments – must be gender specific; schools with transgender students should contact the Chief Schools Office for additional guidance

Chaperones must have sleeping quarters that are separate from students

Health Forms (bottom half of EH-80) completed in full for each student

Certificate of Insurance from hotel(s)

Certificate of Insurance from restaurant(s) in hotel(s) if students will dine there (chain restaurants are excluded from providing insurance via the Office of Risk Management).

Details of transportation to and from school, and to and from hotel(s), if necessary

4. International Trips

Final approval required from:

Chief Schools Officer – Schools must *first* submit all international trips to their Learning Network office for review. The Network Assistant Superintendent will apply their approval signature as appropriate and move the request on to the Chief Schools Office for final approval. International trips must have the Network Assistant Superintendent’s approval *before* review by the Chief Schools Office.

Paperwork submission deadline:

- At least **twelve (12) weeks prior** to the date of the trip

Forms to be completed:

- EH-81 ([see above information](#)) – international trip ratio is 1:5; one chaperone/teacher for every five students
- EH-80 ([see above information](#)) – for each student attending the trip; **to be submitted with the trip packet**

Additional Requirements/Information:

- Students returning from an international trip **must** be picked up by their parent or guardian at the airport; details are to be included in the submitted trip packet
- School personnel must remain with the students until they have all been released to a parent or guardian
- Chaperones – must be gender specific; chaperone-for-student assignments must be detailed in the trip packet
- Current safety clearances, less than one year old, for all chaperones who are not District personnel** (PA Child Abuse, PA Criminal, FBI)
- Room assignments – must be gender specific; schools with transgender students should contact the Chief Schools Office for additional guidance
- Chaperones must have sleeping quarters that are separate from students
- Health Forms (bottom half of EH-80) must be completed in full for each student who is traveling abroad
- Certificate of Insurance from hotel(s)
- Certificate of Insurance from restaurant(s) in hotel(s) if students will dine there (chain restaurants are excluded from providing insurance via the Office of Risk Management)
- Details of transportation to and from school, airports, and to and from hotel(s), if necessary