

PERMISSION IS HEREBY REQUESTED FOR CLASS VISITS LISTED BELOW

_____ PRINCIPAL

DIRECTIONS

1. IF NO BUS SERVICE IS REQUIRED, FORWARD TWO COPIES TO THE REGIONAL SUPERINTENDENT WHO WILL CHECK ITEMS APPROVED AND RETURN ONE COPY TO THE SCHOOL.
2. IF SERVICE SUPPLIED BY DISTRICT BUS IS REQUIRED, FORWARD TWO COPIES TO THE REGIONAL SUPERINTENDENT WHO WILL CHECK ITEMS APPROVED AND RETURN ONE COPY TO THE SCHOOL.
3. IF SPECIAL BUS SERVICE AUTHORIZED BY REGIONAL SUPERINTENDENT IS REQUIRED, FORWARD FOUR COPIES TO REGIONAL SUPERINTENDENT. THE REGIONAL SUPERINTENDENT WILL CHECK ITEMS APPROVED AND FORWARD

THREE COPIES TO THE SCHOOL AND ADMINISTRATIVE SERVICES ONE COPY, CHECKED WHERE BUS SERVICE CAN BE SUPPLIED, WILL BE RETURNED TO THE SCHOOL. UPON RECEIPT THE SCHOOL SHOULD NOTIFY THE REGIONAL SUPERINTENDENT IF ANY OF THE VISITS MUST BE CANCELLED OR DATES CHANGED BECAUSE OF LACK OF BUS SERVICE.

4. USE A SEPARATE SHEET FOR EACH MONTH'S VISITS.
5. SEE REVERSE SIDE FOR GUIDELINES FOR CLASS TRIPS.

TEACHER	GRADE OR GROUP	NUMBER OF STUDENTS	PLACE TO BE VISITED (GIVE LOCATION)	DATE (MO. DAY)	TIME LEAVING SCHOOL	TIME RETURNING TO SCHOOL	BUS SERVICE REQUESTED (YES - NO)	APPROVED (✓)	
								REGIONAL SUPT.	SCHOOL & ADM. SERVICES

THE VISITS CHECKED ARE APPROVED; DISTRICT BUS SERVICE
 CAN CANNOT BE SUPPLIED AS REQUESTED.

BUS SERVICE CAN BE SUPPLIED FOR THE VISITS CHECKED.

_____ REGIONAL SUPERINTENDENT _____ DATE

_____ SCHOOL AND ADMINISTRATIVE SERVICES _____ DATE

GUIDELINES FOR CLASS TRIPS

REFER TO POLICY AND PROCEDURES MANUAL, SECTION NO. 103.1 TO 103.5

TRIPS WITHIN / OUTSIDE PHILADELPHIA

1. Trips to museums, the Zoological Gardens, industrial plants, places of historic or community importance, radio and television studios, and to rehearsals or performances sponsored by the School District are approved.
2. Trips to Amusement Parks **will not** be approved (exception: when students are invited to participate in a scheduled academic competition and/or a performance proper documentation i.e. the official invitation must be attached to the EH-81). However, Amusement Park Rides continue to be disapproved.
3. Supervision for trips must be one adult per ten students, outside the continental U.S. 1 to 5 provided for trips, the following personnel and/or services must be provided on specialized trips:
 - a) **Swimming or boating - an adult certified in one of the following:**
 - Senior lifesaving (American Red Cross)
 - Philadelphia School District Swimming Certification
 - Water safety instructor (American Red Cross)
 - Y.M.C.A Pool Director Certification
 - b) **Skiing**
 - Certified ski instructor (may be a staff member at the resort)
 - First-aid facilities
 - c) **Ice Skating**
 - Instructor (may be a staff member at the rink)
 - First-aid facilities
 - d) **Tobogganing (only on snow surfaces)**
 - First-aid facilities
 - e) **Other sport trips**
 - An adult certified in the sport
 - First-aid facilities
4. Trips extending beyond the curfew time of students are not approved; responsible adults must meet students at a designated location when students return from a trip in the evening, and school personnel must remain until all students have been met.
5. Trips that exclude students who cannot meet financial costs are not approved.
6. Trips that are sponsored privately by individuals, including any staff members, or groups are not approved; there is to be no dissemination of information, collection of funds, use of class lists, or solicitation of students.
7. Private vehicles may not be used by school personnel to transport students on trips.