

SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT  
10339 POGUE ROAD, THREE SPRINGS, PA 17264

**Field Trip Request Form**

- 1. Instructional Area: \_\_\_\_\_
- 2. Grade/s and Building: \_\_\_\_\_
- 3. Instructor/s and/or Chaperone/s: \_\_\_\_\_  
(Please specify gender of chaperones)
- 4. Date/s (Including days of week): \_\_\_\_\_
- 5. Destination (Place/s and location/s): \_\_\_\_\_
- 6. Departure time: \_\_\_\_\_ Return Time: \_\_\_\_\_
- 7. Funding Source: \_\_\_\_\_
- 8. Approximate Total Expense/s: \_\_\_\_\_  
(refer to chart on back)
- Sub. Teacher/s (\$125.00/day) \_\_\_\_\_ Travel expense (\$0.67/mile): \_\_\_\_\_  
(mileage & tolls)
- Meals: \_\_\_\_\_n/a\_\_\_\_\_ Bus (\$2.40/mile + layover time) \_\_\_\_\_
- Total Miles for round trip: \_\_\_\_\_ Number of Buses Requested \_\_\_\_\_
- Indicate School Bus or Charter Bus \_\_\_\_\_
- 9. Number of Students (attach roster): \_\_\_\_\_  
(Parent permission slips required.)
- 10. Please list any special accommodations \_\_\_\_\_  
\_\_\_\_\_
- 11. Purpose (Continue on separate sheet) \_\_\_\_\_  
\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date Board Approval: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ (After approval, it is the instructor's responsibility  
to make necessary arrangements with the principal.)

Superintendent's Signature: \_\_\_\_\_

NOTE: Written evaluation is due to the Superintendent immediately following trip.

cc: \_\_\_\_\_  
\_\_\_\_\_

As in the past all field trip requests must be approved by the SHC School Board. All arrangements for transportation for approved field trips, sports and extra-curricular runs will be handled by the Business Manager and/or the Business Office Secretary.

Transportation in general for field trips, sports and all extra-curricular runs are to be arranged with bus contractors for the appropriate vehicle. In special situations the school van could be used if approval is given by the Superintendent, Building Principal or Business Manager.

If this policy is not followed, disciplinary action will be taken against the violator.

SHCSD MILEAGE CHART

Average mileage record of distances from Southern's High School. All extra-curricular runs to these locations will be paid on the miles shown below. (Mileage figures listed below are for one way.)

Bald Eagle Area	76	James Buchanan	42
Bedford	55	Kishacoquillas	52
Bellwood	60	Lancaster	130
Claysburg	58	Lock Haven	98
Central	45	Mount Union	16
Chief Logan	46	McConnellsburg	32
Forbes Road	17	Newport	75
Forest Zoo	80	Northern Bedford	44
Everett	42	Penn State University	66
Fannett-Metal	20	Penns Valley	72
Glendale	86	Shippensburg	40
Gettysburg	82	Tyrone	53
Harrisburg	100	Tussey Mountain	30
Hershey Park	120	HCCTC	21
Huntingdon	26	Williamsburg	53
Hollidaysburg	62	West Branch	78
Indiana College	107	Washington D.C.	160
Juniata College	28	York	115
Juniata Valley	34	TIU #11	20

Any trip to a location not shown will be paid according to your beginning and ending odometer statement from the school and back to the school.

Layover rate of \$12.00 per hour from trip departure to return to SHCSD Bus Contractors effective July 1, 2022. Extracurricular trips are assigned on a rotating schedule.

## SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT POLICY

Book	Policy Manual
Section	800 Operations
Title	School Bus Chaperones
Code	810.2
Status	Active
Legal	<u>1. 22 PA Code 23.6</u>
Adopted	August 19, 2003
Last Revised	June 18, 2024

### **Guidelines**

Whenever students of the district are transported to or from field trips, sporting events, or any other academic or extracurricular activities, excepting transport to and from school, the teacher or building principal in charge of the activity shall make arrangements to provide chaperones in accordance with the following requirements.[\[1\]](#)

#### Grades K Through 3

1. Minimum chaperones – one (1) per bus.
2. Maximum chaperones – one (1) per every four (4) students.

#### Grades 4 Through 6

1. Minimum chaperones – one (1) per bus.
2. Maximum chaperones – one (1) per every six (6) students.

#### Grades 7 Through 12

1. Minimum chaperones – one (1) per bus.
2. Maximum chaperones – five (5) per bus.

The teacher responsible for the activity shall, after consultation with the building principal, determine the number of chaperones required on the request for approval of the field trip or other activity. In no event shall any bus have less than one (1) chaperone.

This policy shall apply with equal force to any children of school-age transported on a bus leased to or contracted by Southern Huntingdon County School District, whether or not the students are students of the district.

In the event of unusual circumstances, where more than the maximum number of chaperones is required, in the opinion of the teacher responsible for the activity and the building principal, the building principal shall seek Board approval prior to authorizing chaperones in excess of the maximum number set forth above.

## SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT POLICY

Book	Policy Manual
Section	100 Programs
Title	Field Trips
Code	121
Status	Active
Legal	<u>1. 24 P.S. 517</u> 2. Pol. 105 3. Pol. 103.1 4. Pol. 113 5. Pol. 210 6. Pol. 210.1 <u>24 P.S. 510</u>
Adopted	March 18, 2003
Last Revised	August 19, 2014
Last Reviewed	March 10, 2021

### **Purpose**

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

### **Definition**

For purposes of this policy, a **field trip** shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

### **Authority**

The Board shall be informed of all field trips approved by the Superintendent.[\[1\]](#)

The Board shall approve all field trip requests upon the recommendation of the Superintendent.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations and Board policies.

The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

### **Delegation of Responsibility**

The Superintendent or designee shall prepare and implement procedures for operation of field trips.

### **Guidelines**

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[2]
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. Any Non-Educational field trips that are planned as a reward for student's participation in a club/activity, behavior, grades or as an incentive shall only be allowed outside of regular school hours. These field trips will be held after school in the evening, weekend (Saturday or Sunday) or any day that the students are not required to attend school. These field trips do not relate to specific Pennsylvania Standards.

### **Administration of Medication**

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

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.[3][4]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[5][6]

### **Transportation**

All arrangements for transportation for approved field trips, sports, and extracurricular runs shall be handled by the business office secretary.

Transportation in general for field trips, sports, and all extracurricular runs are to be arranged with bus contractors for the appropriate vehicle. In special situations the school van could be used if approval is given by the Superintendent, building principal, and Business Manager.

If this policy is not followed, disciplinary action may be taken against the violator.

### **Funding**

Costs to be covered by the advisor/group/club include entrance fees, substitute fees, meals, accommodations and travel expense.

All costs of the field trip will be incurred by the advisor/group/club in the following manner:

#### Elementary

- PTO Funded
- Fund-raising efforts and/or monies incurred through fund raising must be accounted through the PTO account or the building faculty fund.
- Grant monies

#### Secondary

- Fundraising efforts and/or individual class fund fund-raising for High School/Middle School must go through the appropriate fund-raising account.
- Grant monies