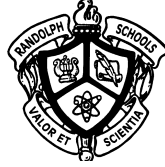


**ADVISOR  
OVERNIGHT  
FIELD TRIP PACKET**

**PLEASE NOTE:**

***PLEASE SEE BUILDING SECRETARY FOR  
THE TRIPLICATE BUS TRANSPORTATION  
FORM. THIS PACKET CONTAINS A COPY  
ONLY!***

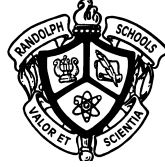
**RANDOLPH TOWNSHIP SCHOOLS  
RANDOLPH, NEW JERSEY**



**COLLECTION AND RECORDING OF MONIES**

- Trip payments are to be made in the form of a cash, check or money order.
- Records are to be maintained indicating the payments made by students including the amount, check number, and the date. Deposit in the proper Student Activity Fund using correct forms.
- All check requests must be made at least two days prior to the trip.
- No sales tax can be reimbursed (New Jersey state law)

**RANDOLPH TOWNSHIP SCHOOLS  
RANDOLPH, NEW JERSEY**



**OVERNIGHT FIELD TRIP ITINERARY**

<b>TRIP:</b>	
<b>PARTICIPANTS:</b>	
<b>DATE:</b>	
<b>TIME SEQUENCE:</b>	
<b>LOCATION/PHONE NUMBER:</b>	
<b>HOTEL ARRANGEMENTS:</b>	
<b>TRANSPORTATION:</b>	
<b>ACTIVITIES:</b>	

## RANDOLPH, NEW JERSEY



### OVERNIGHT FIELD TRIP PACKET CHECKLIST

Be sure to complete and check all necessary items and check submission deadlines.

Date Completed	Check	Item
		Overnight Field Trips Overview
		Request for Field Trip
		Overnight Field Trip Itinerary
		Field Trip Permission Slip
		Guidelines and Declaration of Responsibilities for Overnight Field Trips
		Letter from Superintendent to Parents Regarding Use of Medication by Students
		Field Trip Medical Release/History Form including Authorization and/or Treatment Plans
		Request for Self-Administration of Medication
		Request for Self-Administration of Medication – Statement of Authorization
		Student List to Nurse
		Check AED availability
		Transportation arrangements
		Parent Meeting – distribution of forms and parent letter (minimum of one month in advance)
		Parent Volunteer Form
		Collection and Recording of Monies
		Collection of all completed and signed forms
		Luggage check the night before or morning of trip
		Student list to the principal's office one week in advance. (Update on day of departure and resubmit if necessary.)

**RANDOLPH TOWNSHIP SCHOOLS  
RANDOLPH, NEW JERSEY**



**GUIDELINES FOR OVERNIGHT FIELD TRIPS**

Faculty Chaperones:

All overnight trips must have a minimum of two chaperones per busload (preferably one of each gender).

Parent Chaperones:

Parent chaperones may be used in conjunction with, but not in lieu of, Randolph faculty/staff. When students attend events under the Randolph name, a faculty or staff member must attend as a chaperone. There should be no expectation that the cost of the parent chaperone will be covered by the school district. The selection of, responsibilities of, and supervision of all volunteers shall comply with District Policy.

Parent chaperones will only be used when travel is within the continental United States. Bringing parent chaperones is at the discretion of the principal or designee depending upon the size of the group, length of stay, mode of transportation, physical activity, etc. Parents are not permitted to chaperone trips outside the continental United States. Parents are not permitted to "tour" with a group, but are permitted to attend on their own, at their own expense. Volunteers shall receive no financial remuneration from the board. A volunteer's service may be terminated by the principal or designee at any time and for any reason.

- A volunteer may serve only under the direction and supervision of a teaching staff member.
- A volunteer should perform no duties other than those expressly assigned him/her.
- A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.
- A volunteer must not seek access to records about an individual pupil. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.
- A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion accordingly.

Trip Cancellation Policy:

Parents should recognize and acknowledge that the Randolph Township Board of Education retains sole discretion to determine whether to cancel a field trip. In the event the board determines that it is in the best interests and safety of students and staff to cancel the trip, parents shall hold the board, collectively and individually, its past, present, and future members, agents or employees, harmless for (1) any costs or

expenses related to or arising from a cancellation of the trip, including but not limited to any prepayments for airfare, lodging, or other expenses associated with their child's participation on the trip that are not refunded; and (2) any claims made by any other party related to any financial obligation associated with the trip.

### Refunds:

Signing up for a trip indicates that the student is obligated to fulfill his/her monetary commitment; therefore, there is no expectation of a refund for issues including disciplinary action, medical illness or other similar occurrences. All situations will be reviewed on an individual basis. In the case of a student cancellation for reasons other than those listed above, students are encouraged to see the faculty advisor to request a wait list replacement; however, this does not guarantee a refund. The amount of the refund is per the trip cancellation policy. Students and parents should review the cancellation policy for their particular trip before signing the permission form. Parents are encouraged to purchase trip insurance.

### Collecting Funds:

Faculty members who are responsible for organizing trips will keep accurate records of funds including, but not limited to: names, forms submitted, payment amounts (including check numbers). Cash, check or money order are acceptable forms of payment. Under no circumstances should volunteers or students handle money other than their own money.

## **MEDICAL CONCERNS**

In order to attend an overnight trip, parents must complete the "Field Trip Permission Slip and Medical Release/History Form". Parents are expected to maintain updated medical records in the nurse's office. If these forms are not completed and submitted, the principal or designee may not permit the student to participate in the field trip and, depending on the circumstances, the student may not be entitled to a refund.

## **GUIDELINES FOR TEACHERS/CHAPERONES**

Field trips requests for the upcoming school year should be submitted July 1 – August 15. All trips must be board approved.

An itinerary form must be completed and should include (but not limited to):

- Date
- Time sequence
- Locations and telephone numbers
- Hotel arrangements
- Transportation arrangements
- Activities

A letter to the parents of those students attending the trip should be sent addressing the following:

- Overview of the trip
- Cost to students
- Means of transportation
- Dates of trip
- Hotel accommodations
- Forms to be completed
- Itinerary
- Medications policy

A parent meeting should be held within two weeks prior to departure. Items to be addressed at the parent information meeting shall include, but are not limited to:

- a. A review of the itinerary
- b. Hotel information
- c. Transportation information
- d. Medical information
  - Every parent/guardian must complete and sign the Medical Release/History form.
  - For students needing medications, parents and physician must complete the Request for Self-Administration of Medication form.
  - All medical/prescription forms must be completed and submitted to the health office a minimum of three weeks prior to the trip departure date.
- e. Introduction of chaperones
- f. Behavior guidelines and expectations
- g. Luggage/packing requirements including:
  - number and type of luggage permitted
  - apparel requirements
  - toiletries and cosmetics
  - instrument and uniform requirements (if applicable)

All baggage must be searched on a suspicionless basis by the designated school official(s) the night before or the day of the trip, depending on the travel arrangements. Luggage is to be stored in a secure place, and students may not gain access to their luggage until they board the bus. All carry-on luggage must be checked prior to boarding the bus. Violations of the below guidelines may result in the principal or designee not permitting the student to participate in the field trip and, depending on the circumstances, that student may not be entitled to a refund. Please use the following guidelines:

- Check all bottles for alcohol/drugs (open caps and smell)
- Food and water must be sealed. Any open containers should be confiscated.
- Any unauthorized medication must be confiscated.
- Cigarettes and lighters must be confiscated.
- Any weapon/weapon look-a-like must be confiscated.
- Any unauthorized item must be confiscated.
- Any student attempting to bring an unauthorized item may be excluded from the trip. In addition, depending upon the item(s) law enforcement will be notified.

Prior to departure, teachers are encouraged to check the TSA website for up-to-date information regarding carry-ons. Any relevant travel information should be communicated to traveling students.

A list of students attending the trip must be emailed to the school one week prior to departure. Send an updated list of changes or absences on the day of departure to the attendance secretary. This list should include:

- Alphabetical list of all trip participants
- Bus list (number each bus if more than one)
- Rooming list (indicate room assignments)

A copy of the following must be given to the main office at least one week prior to departure:

- Chaperones attending and their contact information
- Bus list/room assignments
- List of students attending
- Detailed itinerary

When an administrator is assigned to attend the overnight field trip, the sponsoring organization or activity shall provide for the administrator's expenses for travel, lodging, and meals.

During the trip:

- All students are expected to follow the District's trip guidelines, Board policy and student code of conduct. Failure to do so will result in disciplinary consequences, including but not limited to the student being removed from the trip. Any incident of concern or any behavior that violates the behavior guidelines must be reported to an administrator.
- An administrator must be notified immediately if a student is suspected of being under the influence of alcohol and/or drugs.
- Any student suspected of being under the influence of any substance must be taken to the hospital immediately for testing.
- Parents must be notified when a student is taken to the hospital.
- Parents must be notified if a student is involved with the police for any type of infraction.
- All medication including all over the counter medication (Acetaminophen, Ibuprofen, Antihistamine, etc.) must be in the possession of the trip advisors or administered by the nurse All medication must be in original container.



# RANDOLPH TOWNSHIP SCHOOLS REQUEST FOR BUS TRANSPORTATION

**THIS FORM IS TO BE COMPLETED IN FULL FOR ALL SPECIAL BUS TRIPS TO BE CONDUCTED ON SCHOOL-OWNED BUSES AND SENT TO THE DIRECTOR OF TRANSPORTATION AT LEAST 15 DAYS BEFORE THE TRIP.**

**(Please Print or Type)**

All trips start and terminate at the school of the requesting Principal.

Person requesting/in charge: \_\_\_\_\_ Date of Request: \_\_\_\_\_

School: \_\_\_\_\_ Group or Class: \_\_\_\_\_

Destination: \_\_\_\_\_ Town and/or Field: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Time leaving school: \_\_\_\_\_ Time returning to school: \_\_\_\_\_

**(NO BUSES ARE AVAILABLE BEFORE 9:00 A.M. ALL TRIPS TAKEN DURING SCHOOL SESSIONS MUST BE BACK AT SCHOOL BY 2:00 P.M. BUSES WHICH RETURN AFTER 2:00 P.M. WILL BE ASSESSED EXTRA CHARGES.)**

Estimated distance one way from school: \_\_\_\_\_

Total number of passengers (including pupils, coaches, teachers, chaperones, etc. - Requests omitting this number will be returned unassigned.) \_\_\_\_\_

Number of buses requested: (54 passengers on a bus) \_\_\_\_\_

Names of teaching chaperones: \_\_\_\_\_

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**(CHAPERONES ARE RESPONSIBLE FOR THE DISCIPLINE ON THE BUS.)**

Driver to remain: \_\_\_\_\_ Driver to return: \_\_\_\_\_

Lunch stop: \_\_\_\_\_ If return, time?: \_\_\_\_\_

**(NO FOOD OR DRINK IS TO BE CONSUMED ON THE BUS. THE PERSON(S) OR CHAPERONES IN CHARGE ARE RESPONSIBLE FOR INSURING THAT EACH VEHICLE RETURNS IN A CLEAN CONDITION. EXTRA CHARGES WILL BE ASSESSED IF A VEHICLE IS LEFT DIRTY FOLLOWING THE TRIP.)**

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

Director of Transportation: \_\_\_\_\_ Date: \_\_\_\_\_

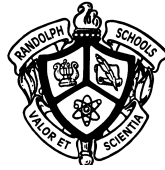
Approved: \_\_\_\_\_ Chargeable: \_\_\_\_\_

Denied: \_\_\_\_\_ Non-chargeable: \_\_\_\_\_

- Each trip request must be signed by the Building Principal or it will be returned.
- Times should be correct. The Transportation Office cannot be responsible for last minute changes.
- Directions or a map should accompany each trip request form for all out-of-district trips. (This is for any trip which the school has not taken previously.)

Copies:                      Requesting Teacher                      School of Origin                      Transportation

RANDOLPH TOWNSHIP SCHOOLS  
RANDOLPH, NEW JERSEY



Any parent/guardians wishing to drop off/pick up their child for any field trip,  
*must sign this form and return.*

*WAIVER OF LIABILITY AND RELEASE*

I/We, the parent(s)/guardian(s) of \_\_\_\_\_, hereby assume full and sole responsibility for the transportation of my child **TO / FROM / BOTH** (circle one) the field trip to \_\_\_\_\_ scheduled for \_\_\_\_\_, 20\_\_\_\_\_.

I/We agree to assume all risks associated with these arrangements and agree to defend, indemnify, and save harmless the Randolph Board of Education, collectively and individually, its members, agents, volunteers and employees from and against any claims/lawsuits brought against any one, or all of them, by us or anyone else for anything that happens to my/our child, \_\_\_\_\_, including any injuries, fatal or otherwise, that he/she may suffer while being transported by us to or from the field trip destination.

I understand that this waiver of liability and release binds my heirs, executors, administrators and assigns as well as myself.

I acknowledge that I have read and understand this entire waiver of liability and release and I agree to be legally bound by it.

Print Name

Signature of Parent/Guardian

Date

Print Name

Signature of Parent/Guardian

Date