Board of Directors Policy

Field Trip Policy

Delaware Department of Education Definition of Field Trip:
*A field trip is an approved school activity that occurs off campus during and/or outside of the traditional school day.*

Examples: class trips, academic competitions on weekends, all overnight trips (in state, out of state, in country, out of country), club trips, spring break trips, cultural exchange trips

Field Trip Instructions:
1. Fill out the following 3 forms: making sure every field is completed:
   a. CSW Field Trip Request Form-submit online
      https://goo.gl/forms/LRQuW91wBnDQXmJPZ
   b. Professional Day Form-submit directly to the Vice President or designee. If there is more than one CSW chaperone attending the field trip, submit these forms together, not individually. These forms are available on the teacher drive and outside of the Administrative Assistant to the Chief Financial Officer’s office. Permission slip to be given to School Nurse before trip departure.
2. Approval will be notated on the online request form by the Vice President or designee. The field trip Google document is available for all staff to view when planning trips.
3. Permission slips must be returned to the School Nurse two weeks in advance for larger trips (30 or more students) and no later than one week in advance for small trips (30 students).
4. A CSW employee must accompany all field trips. If you cannot attend, you must find a CSW employee to go in your place.
5. Administration must approve any non-CSW employees who will be attending the trip as a chaperone.
6. State of Delaware criminal background checks are required for any non-CSW employees.
7. The Administrative Assistant to the Chief Financial Officer will maintain documentation of the criminal background checks.
8. CSW chaperones who are hosting a trip must be aware of all cancellation and refund policies prior to the trip and have them available to parents.
9. The Charter School of Wilmington will not provide refunds for cancelled trips.
10. For overnight trips, both out-of-state and international, parents should be advised verbally and in writing to purchase travel insurance/protection.
11. Distribute permission slips to students as far in advance as possible (one month for large class trips).
12. Instruct students that all medication must be brought to the School Nurse within 72 hours of the trip and sooner if possible.
13. CSW chaperones must be trained in “Assistance with Medications Training for School Employees and Contracted Staff” in PDMS (#24191). Trained chaperones are responsible for carrying medication on the trip and assisting with medication.

14. The School Nurse will meet with the head chaperone before the trip and go over the list of medications, any health issues, and distribute medications to the head chaperone.

15. Notify school administration and the School Nurse of any injuries that occur while on the trip immediately upon return by text to the Vice President or designee and/or email the School Nurse. An accident report must be filled out for any injury and returned to the nurse.

16. The sponsor of the trip cannot leave the school grounds until all students from the trip are picked up.

17. If your trip is returning after hours, text the Vice President or designee when you return to school.

18. All medications and medication forms must be returned to the School Nurse upon your return to school.

19. CSW Administration and the Board of Directors reserve the right to cancel any field trip at any time and notify parents/students of such cancellation.