Instructional Affairs Committee Meeting

Tuesday, October 13, 2026 6:00 PM
Board Room, 3000 Donallen Dr, Bensalem, PA 19020

1.	**Call to Order and Roll Call**	**Speaker(s):** Committee Chairperson
2.	**Announcements to the Audience**	**Speaker(s):** Committee Chairperson
3.	**Public Comment #1**	**Speaker(s):** Committee Chairperson
4.	**Instructional Affairs**	
4.A.	BCSSSD Special Education Tuition Contract Agreements	**Speaker(s):** Dr. Brian Cohen
4.B.	BCIU Service Agreement	**Speaker(s):** Dr. Brian Cohen
4.C.	Penndel Mental Health Center Letter of Agreement	**Speaker(s):** Committee Chairperson
4.D.	Chamberlain University Memorandum of Understanding	**Speaker(s):** Dr. Donna Minnigh
4.E.	Marywood University Memorandum of Understanding	**Speaker(s):** Dr. Donna Minnigh
4.F.	Gwynedd Mercy University Internship Agreement	**Speaker(s):** Dr. Donna Minnigh
4.G.	Temple University Student Affiliation Agreement	**Speaker(s):** Dr. Donna Minnigh
4.H.	Wilson College Affiliation Agreement	**Speaker(s):** Dr. Donna Minnigh
4.I.	Rider University Teacher Candidate Placement Agreement	**Speaker(s):** Dr. Donna Minnigh
4.J.	Kean University Affiliated Site Agreement	**Speaker(s):** Dr. Donna Minnigh
4.K.	New Club Application - Smart Starts	**Speaker(s):** Joe Stoll - Club Advisor
4.L.	New Club Application - Bensalem Cricket Club	**Speaker(s):** Jamie Rosenberg - Teacher
4.M.	New Club Application - Physics Olympians	**Speaker(s):** Dr. Donna Minnigh
5.	**Discussion Items**	
5.A.	Grades 9-12 Grading Framework	**Speaker(s):** Geoff Per/Nicole Copestick
5.B.	High School Finals	**Speaker(s):** Geoff Per/Nicole Copestick
5.C.	Update to BCCC Dual Enrollment	**Speaker(s):** Dr. Brian Cohen
5.D.	Student-owned Devices in School	**Speaker(s):** Dr. Donna Minnigh/Bob Hood
5.E.	BHS College and Career Fair	**Speaker(s):** Dr. Brian Cohen
5.F.	Field Trip Requests	**Speaker(s):** Dr. Donna Minnigh
5.F.1.	Elementary Robotics	**Speaker(s):** Dr. Donna Minnigh
5.F.2.	Valley Elementary School	**Speaker(s):** Dr. Donna Minnigh

5.F.3.	Shafer Middle School	**Speaker(s):** Dr. Donna Minnigh
5.F.4.	Bensalem High School	**Speaker(s):** Dr. Donna Minnigh
6.	**Public Comment #2**	**Speaker(s):** Committee Chairperson
7.	**Adjournment**	**Speaker(s):** Committee Chairperson

Bucks County
Intermediate Unit

705 N. Shady Retreat Rd.
Doylestown, PA 18901
Tel: 215-348-2940
www.BucksIU.org

BUCKS COUNTY INTERMEDIATE UNIT #22
SERVICE AGREEMENT

THIS AGREEMENT, entered into on **,** by and between the **Bensalem School DIstirct** (hereinafter referred to as "**District**") located at **3000 Donallen Dr, Bensalem, PA 19020,** and the **Bucks County Intermediate Unit #22** (hereinafter referred to as **"Bucks IU"** and/or **"Contractor**"), located at **705 North Shady Retreat Road, Doylestown, PA 18901.**

WITNESSETH

WHEREAS, the District has a need for the following services:

- **School Based Access Program (SBAP) Support Services- Direct Service Billing**

WHEREAS, Bucks IU has offered to provide the District with a qualified individual to provide SBAP Support Services, to process eligible related service claims submitted by the district for reimbursement; and

WHEREAS, it is understood by both parties that the services provided by the Bucks IU does not include other aspects of the SBAP program such as Random Moment Time Study, IEP Ratio, Quarterly or Annual expense reports, program re-validation or any other aspects of SBAP that are required for the District's participation; and

WHEREAS, the District and Bucks IU mutually agree that the Bucks IU will provide the District with SBAP Support Services for a period of time as needed by the District under the terms and conditions set forth in this Agreement;

THEREFORE, INTENDING TO BE LEGALLY BOUND HEREBY, the parties agree as follows:

1. This Agreement shall commence on **October 1, 2026** and shall terminate no later than **June 30, 2027**, provided that both parties to this Agreement may extend this Agreement by mutual consent by providing written notice by **April 30, 2027.** In addition, either party may also terminate this Agreement or any extension at any time by providing fifteen (15) days written notice.

2. For valuable consideration as expressed herein, Contractor shall provide a qualified individual to provide SBAP Support Services to the district:

A. It is understood that under the terms of this agreement the Bucks IU will provide SBAP Support Billing Services with specific duties and workload managed under the direction of **the District Executive Director of Student Services.**

B. Through **June 30, 2027** the rate for these services will be as follows:

- **SBAP Support Services: Direct Service Billing**
- **District Rate: $540 per day, not to exceed 50 days without pre-approval in the contract period.**

C. Services will be provided up to two full days per week, remotely at another location.

D. Each week's schedule will be mutually agreed to by the **Executive Director of Student Services from the District and the Supervisor of Student Data from the Bucks IU or their designees.**

E. **The District agrees to pay to the Bucks IU the rate for services as outlined above based on actual services provided. The Bucks IU shall submit one invoice at the conclusion of each calendar month. The District agrees to pay approved invoices within thirty (30) days from the receipt of each approved invoice.**

3. If required as part of the job responsibilities, the District agrees to provide financial reimbursement to the Contractor in excess of the compensation stated hereinabove, in order to reimburse the Contractor for any travel, tolls, parking or other out-of-pocket expenses incurred incident to providing services as required by this contract. Requests for such reimbursement will be accompanied by appropriate supporting documentation.

4. The individual(s) serving in this position shall not be responsible for providing printing, and other administrative services, including postage, required by the District for the performance of the duties assigned under this agreement.

5. It is understood and agreed by the parties hereto that the individual serving in this position while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an officer, agent, or employee of the District. As such, the individual serving in this position is not entitled to any of the benefits provided by the District to its employees, including, but not limited to, group insurance, state pension plan enrollment, and vacation, leaves of absence, workers' compensation insurance or unemployment compensation insurance. The District may, during the term of this Agreement, engage other independent contractors to perform the same work that is performed through the SBAP billing reimbursement Services performed under this agreement.

6. Contractor agrees to comply with all Commonwealth of Pennsylvania and federal laws and regulations which apply to the District or to the services to be performed by Contractor, and any internal policies or procedures of the District enacted to comply with said state and federal laws and regulations. Contractor shall ensure that any person assigned to the District has all required federal and state criminal background and child abuse clearances, as well as the required health forms, PDE Form 6004, and Act 168 Employment History Review Form as provided for by the Pennsylvania School Code.

7. It is understood that the rights and responsibilities of this Agreement may be transferred or assigned by Contractor to Educational Staffing Services and/or other contractors/ subcontractors; and the District through this agreement provides express written permission to Contractor to subcontract or delegate obligations under this contract to Educational Staffing Services or other contractors/subcontractors who work with the Contractor.

8. It is understood and agreed that during the course of work under this Agreement, District may become aware of confidential information about the Bucks IU, including but not limited to information regarding a Bucks IU employee, information about a Bucks IU student, information from a student's educational or medical records, software and computer programs, and knowledge, skills, and abilities of personnel. It is understood that District may also become aware of similar confidential information belonging to Bucks IU and/or Bucks IU clients. It is understood and agreed that all such information is considered to be confidential and privileged under the terms and conditions of this Agreement and cannot be disclosed for any reason. If District uses, discloses, copies, removes, shares (either verbally, physically, or electronically) confidential information in any way that is determined by the Bucks IU to be improper or non-work related in any manner, District will be held liable. It is agreed by both parties that any such disclosure is grounds for immediate termination of this Agreement.

9. Contractor represents and warrants to the District that the individual providing SBAP Support Direct Service Billing to the District is experienced and competent to provide the Services, and is familiar with all federal, state, or regulatory laws, ordinances and regulations which may affect the services provided. If Contractor should violate any terms or conditions of this Agreement or should otherwise fail to perform in accordance with this Agreement, the District may without prejudice to any other right or remedy, terminate the Agreement and make other appropriate arrangements for the Services to be provided hereunder.

10. This Agreement shall be binding upon the District and Bucks IU, and their successors and assigns.

11. The District and Bucks IU agree to indemnify and hold harmless each other and each other's employees, officers, agents, contractors, subcontractors, attorneys and representatives from and against any and all claims, demands, costs, including attorneys' fees, suits and damages for any reason including bodily injury and property damage for which either one of them become liable that arise out of or result from negligent or intentional acts or omissions of the other, or the

other's employees, agents, contractors, subcontractors, and/or representatives.

12. This Agreement constitutes the entire understanding and agreement between the parties. Any modifications or amendments to this Agreement must be in writing and signed by a duly authorized agent or representative of both parties.

(Signatures are on a separate page)

IN WITNESS WHEREOF, the District and Bucks IU have executed and delivered this Agreement as of the day and year written on the first page hereof.

BENSALEM SCHOOL DISTRICT

By: _____

Deborah King, Board President
School District

Attest: _____

Carolyn J, Riley, Board Secretary
School District

Date: _____

BUCKS COUNTY INTERMEDIATE UNIT #22

By: _____

John D'Angelo, President
Bucks IU Board of School Directors

Attest: _____

Michele Ruggiero, Secretary
Bucks IU Board of School Directors

Date: _____

Penndel
Mental Health Center
Your stepping stone to a brighter tomorrow

Administrative and Outreach Offices
2080 Cabot Boulevard West, Suite 100, Langhorne, PA 19047 | Ph: 267-587-2300 | Fax: 267-587-2305

September 2026

Bensalem Township School District
Attn: Dr. Victoria Velazquez, Interim Superintendent
3000 Donallen Drive
Bensalem, PA 19020

Dr. Victoria Velazquez

Penndel Mental Health Center is committed to strengthening individual, family, and community well-being through accessible, high-quality community-based behavioral health services. In order to maintain and develop a mutually beneficial working relationship with Bensalem Township School District, the following agreement is proposed:

It is mutually agreed that all students referred between organizations will be ensured to receive the maximum coordination and continuity of care between entities. As appropriate, the undersigned entities will maintain communication to enable individuals referred for services to receive treatment and care responsive to individual needs.

This agreement will be in effect for one (1) year from the date below. It may be terminated by either organization upon thirty (30) days written notice or if either facility fails to maintain its present authority or standards.

Jon Rubin
Chief Executive Officer
Penndel Mental Health Center

9/22/25
Date

Dr. Victoria Velazquez
Interim Superintendent
Bensalem Township School District

Date

MEMORANDUM OF UNDERSTANDING
NR436 COMMUNITY HEALTH PRACTICUM

Chamberlain University ("University") Representative: Title: 233 S. Wacker Dr., Suite 800 Chicago, IL 60606 Email: clinicalcontracts@chamberlain.edu	[Samuel K Faust Elementary School] ("Facility") Representative: Beverly Crispo Title: Address: 2901 Bellview Drive Bensalem Township, PA 19020 E-mail: bcrisp@bensalemsd.org Phone: 215.750.2800

It is the intent of the above-named parties to work together to provide the University's students in Chamberlain's NR 436 Community, Public, and Population Health Practicum ("Community Health Practicum") with opportunities for a practicum experience with the Facility. The parties agree to the provisions identified in this Memorandum of Understanding.

Responsibilities of University:

- Ensure students have met all applicable University eligibility requirements of the Community Health Practicum prior to assignment.
- Retain ultimate responsibility for the educational and practicum experience of the Community Health Practicum, including grading.
- Establish competencies to be addressed during the practicum experience.
- Design the practicum experience as prescribed by the University curriculum.
- Suggest activities to enhance the practicum experience.
- Provide a faculty member to serve as liaison with the Facility.
- Notify students of their responsibility to abide by the Facility policies, procedures, rules, and regulations.
- Ensure that students have met all applicable healthcare compliance requirements, criminal and other background checks and drug screen as identified by the Facility on the Healthcare Compliance Partner Clearance Form.
    - If Facility has not submitted Healthcare Compliance Partner Clearance Form by the time Students are assigned to the Facility, University will ensure Student has met the requirements set forth in University's Student Handbook.
- Ensure that students are advised that they are not to provide health guidance or advice unless provided under the direction of their site preceptor, and that the materials that they are to develop and prepare during their Practicum, are not to be presented to site clients or community members until approved by their course Faculty.
- Ensure that students, who may drive their own vehicles during their practicum experience, have been notified that they are expected to carry their own automobile liability insurance and that neither Facility nor University will provide or be responsible for providing automobile liability insurance covering student's use of student's own vehicle during their practicum.
- Provide Facility with course syllabus, expected outcomes, evaluation tools, and the practicum experience requirements upon request.
- Retain the right to require that a student no longer be placed with a particular Facility point of contact.
- Maintain claims made professional liability insurance of $1,000,000 per claim and $3,000,000 aggregate. Certificate of Insurance to be provided upon request.

Responsibilities of the Facility:

- Retain ultimate responsibility for community health services and any direct patient care, to the extent applicable, at all times. Students and faculty will not be used to provide services in place of Facility staff. Students are not to engage in direct patient care at the Facility or on behalf of the Facility at any time during the hours designated for the practicum experience unless under the direction of their site preceptor. Students are not a replacement for site staff and are not to be the primary provider of routine care on behalf of the facility or facility staff. Students and faculty are not employees and are not entitled to any compensation or benefits, including Workers' Compensation.
- Provide students an orientation to the Facility, including, without limitation, its rules, regulations, administrative policies, standards and practices relevant to the Community Health Practicum.

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- Ensure the practicum involves direct interaction with individuals, families, or community groups to meet program competencies and standards.
- Cooperate with University faculty to promote the success of the Community Health Practicum program.
- Remove the student from further participation if he or she does not comply with Facility expectations or if the Facility is concerned about staff, student, or community member safety.
- Facility shall notify University of any internal or external allegations or reports of misconduct received by Facility that pertain to any Student's experience of the practicum (pertaining to Facility premises, facility's operations, or other practicum locations, as applicable), including but not limited to sexual harassment complaints and ethics investigations.
    - If a student notifies the University of sexual misconduct by any agent or employee of the Facility or by another Student in the Practicum program, pursuant to Title IX of the Education Amendments of 1972 ("Title IX"), University will investigate and Facility will make reasonable efforts to cooperate with the investigation.
- Provide equipment & supplies necessary for the practicum experience at the Facility, if applicable.
- In the event that Facility allows Students to remotely participate in activities that are conducted virtually outside any of the Facility's physical locations, such as allowing virtual visits, telehealth services, or other activities that do not involve in-person interaction, Facility acknowledges that University does not control the performance, reliability, or security of the devices or networks used by Students for these activities and Facility shall be responsible for ensuring that such devices or networks meet Facility's requirements.
- Share guidelines for developing competency in the practicum activities.
- Provide written evaluation of the Community Health Practicum program by a representative of the Facility and by the practicum preceptor for each student at the culmination of that student's practicum experience. One evaluation is sufficient where the Facility representative and the practicum preceptor are the same individual.
- Safeguard against improper disclosure of any student record information in its possession, in compliance with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment.
    - Facility agrees that any educational record of any Student that is generated or maintained in Facility's custody during the Community Health Practicum, including but not limited to Student evaluations and Student attendance records, are owned by University and will be provided to University following completion of the Practicum or upon the reasonable request of University or Students.
- Allow representatives of the University and/or agencies responsible for approval of facilities used for the Community Health Practicum or for accreditation of the applicable program curriculum to tour Facility to the extent to the extent necessary as pertaining to the Community Health Practicum.
- Maintain insurance coverage in reasonable amounts and that is consistent with coverage standards for the industry and geographic area.

Mutual Understanding:

- A student's practicum experience is distinctly separate and apart from the student's work responsibilities and schedule if the student is employed at the Facility. During time designated for the practicum experience, the Facility will not require the student to engage in work-related activities. University and Facility agree that Students training at the Facility under this Agreement will have the status of Students in training and will not be considered employees of the Facility or any of Facility's subsidiaries or affiliates by virtue of participation in the Practicum and shall not, solely as a result of participation in the Practicum, be entitled to compensation, remuneration or benefits of any kind.

In the event that a Student is an employee or independent contractor of the Facility, Facility and University acknowledge and agree that Facility (a) alone employs its employees of Facility, and contracts with its independent contractors and is responsible for any compensation paid, regardless of whether Facility's employee or independent contractor is completing Facility employment hours or Practicum hours, (b) will pay, or be responsible for any salary, compensation, withholdings as required by law, unemployment insurance, or benefits (including disability benefits) for its employees or independent contractors, as applicable, and (c) assumes all responsibility and liability that may be imposed upon an employer under any law, regulations, or ordinance, including any wage or obligations.

In the event that Facility chooses to provide compensation, remuneration or benefits of any kind to Students outside of an

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employment or independent contractor relationship, Facility and University acknowledge and agree that Facility (a) alone will pay, or be responsible for any compensation, remuneration, or benefits provided to Students and (b) assumes all responsibility and liability for any such compensation, remuneration, or benefits under any law, regulation, or ordinance.

- University and Facility will agree to start dates and length of the Community Health Practicum for each Student.
- During the term of this Agreement, University and Facility will periodically agree on the number of students eligible to participate in the Community Health Practicum; provided, however, that Facility may reduce the number of Students eligible to participate in the program at any time, with prior notice to University and adequate time for University to reassign the Students to another practicum site.
- This Memorandum of Understanding is effective for one (1) year from the date of execution by both parties and, unless terminated, will automatically renew for five (5) additional terms of one (1) year each. Either party may terminate this Memorandum of Understanding immediately for cause or upon thirty (30) days prior written notice without cause. In the event of a termination, subject to the Facility's right to remove a student from participation in the Practicum if the student is not compliant with Facility expectations or poses a safety concern, students participating in a Practicum at the time of termination will be permitted to complete their Practicum under the terms and conditions of this MOU.
- Both parties agree to comply with all applicable laws and regulations, including laws prohibiting discrimination.

("Facility")	Signature	Date
Chamberlain University ("University")	Signature	Date

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MEMORANDUM OF UNDERSTANDING

Marywood University and the Bensalem Township School District

PK–12 Building Leader/Principal Internship

This Memorandum of Understanding ("MOU") is entered into by and between Marywood University, hereinafter referred to as "Marywood," or "the University" and the Bensalem Township School District, hereinafter referred to as "the District."

I. PURPOSE AND SCOPE

The purpose of this MOU is to establish a collaborative relationship between Marywood University and the Bensalem School District to support the successful completion of a **PK–12 Building Leader/Principal Internship** by a Marywood University graduate student enrolled in an approved and endorsed educational leadership certification program.

The internship is designed to provide the Marywood student with meaningful, supervised, and sustained opportunities to develop and demonstrate the knowledge, skills, dispositions, and professional competencies required for effective PK-12 school building leadership. The experience will provide the student with opportunities to engage in authentic administrative duties within a PK–12 school setting while working under the guidance of a qualified school-based mentor and a Marywood University supervisor.

The parties agree to collaborate in supporting an internship experience that benefits the intern, the Bensalem School District, and Marywood University, while maintaining the professional standards and requirements established by the District, Marywood University, and the Pennsylvania Department of Education.

II. BACKGROUND

Marywood University is an independent Catholic institution of higher education. Through its School of Education, Marywood offers graduate programs in educational leadership, including programs designed to prepare educators for leadership roles in PK–12 schools.

The Bensalem School District is committed to supporting the professional development of current and aspiring educational leaders and recognizes the value of authentic, school-based experiences in preparing individuals for building-level leadership positions.

Through this MOU, Marywood University and the Bensalem School District seek to establish a collaborative framework through which a Marywood graduate student may complete the required

PK–12 Building Leader/Principal Internship within the District while maintaining full-time employment and tending to all of their contractual duties and obligations.

III. MARYWOOD UNIVERSITY RESPONSIBILITIES

Marywood University shall:

1. Identify and approve the graduate student who will complete the internship in collaboration with the Bensalem School District.
2. Provide the District with information regarding the internship requirements, expectations, and evaluation procedures applicable to the Marywood student.
3. Assign a qualified Marywood University internship supervisor who will maintain communication with the intern and the school-based mentor throughout the internship experience.
4. Collaborate with the District to identify an appropriate school-based mentor, who shall provide guidance, supervision, and professional support to the intern.
5. Ensure that the intern is appropriately prepared for the internship and understands the University's expectations regarding professional conduct, confidentiality, communication, and completion of internship requirements.
6. Provide appropriate internship documentation and evaluation materials to the intern and school-based mentor.
7. Monitor the intern's progress toward completion of the internship requirements through communication, observation, documentation, and evaluation.
8. Maintain responsibility for the academic requirements and successful completion of the internship as part of the student's graduate program.
9. Collaborate with the District to address concerns or challenges related to the intern's performance, professional conduct, progress, or completion of internship requirements.

IV. BENSALEM SCHOOL DISTRICT RESPONSIBILITIES

The Bensalem School District shall:

1. Provide the Marywood intern with an appropriate school-based internship placement within the District.
2. Designate a qualified building-level administrator or other appropriately certified school leader to serve as the intern's site-based mentor during the internship.

3. Provide the intern with opportunities to observe, participate in, and when appropriate, assume responsibility for authentic school leadership activities consistent with the intern's level of preparation and the District's policies and procedures.

4. Provide opportunities for the intern to develop and demonstrate leadership competencies, including, as appropriate, activities related to instructional leadership, school culture and climate, student services, staff development, family and community engagement, school operations, data-informed decision-making, professional ethics, and other areas of school administration.

5. Orient the intern to applicable District policies, procedures, expectations, and organizational structures.

6. Provide reasonable access to school personnel, meetings, activities, and other experiences necessary for the intern to fulfill Marywood University's internship requirements, subject to District policies and applicable laws.

7. Collaborate with the Marywood University internship supervisor regarding the intern's progress and performance.

8. Complete required evaluation and feedback forms related to the intern's performance and professional development.

9. Communicate promptly with Marywood University regarding any significant concerns related to the intern's performance, professional conduct, attendance, or ability to successfully complete the internship.

10. Maintain responsibility for the supervision of the intern while the intern is participating in District activities, consistent with District policies and applicable law.

V. RESPONSIBILITIES OF THE INTERNSHIP STUDENT

The Intern shall:

1. Fulfill all academic and internship requirements established by Marywood University and the applicable certification program.

2. Follow all Bensalem School District policies, procedures, professional expectations, and applicable laws.

3. Maintain professional conduct and confidentiality consistent with the responsibilities of a school leader.

4. Work collaboratively with the District mentor, Marywood University supervisor, school personnel, students, families, and other stakeholders.

5. Participate actively in the internship experience and seek opportunities to develop the competencies necessary for effective PK–12 school leadership.
6. Complete all required internship documentation, reflections, assignments, and evaluations.

VI. COMMUNICATION AND COLLABORATION

Marywood University and the Bensalem School District agree to maintain open communication throughout the internship experience.

The Marywood University internship supervisor and the site-based mentor shall communicate as reasonably necessary regarding the intern's progress, professional development, and completion of internship requirements.

If concerns arise regarding the intern's performance or professional conduct, Marywood University and the District will work collaboratively and in good faith to address those concerns and determine appropriate next steps.

VII. TERM OF AGREEMENT

This MOU shall become effective upon the date of the final signature and shall remain in effect for **one (1) academic year**, unless terminated earlier in accordance with this MOU.

The parties may mutually agree in writing to renew or extend this MOU for subsequent internship placements or academic years.

Either party may terminate this MOU by providing written notice to the other party. Termination of the MOU shall not automatically terminate an internship already in progress; the parties shall work collaboratively to determine an appropriate transition plan for any intern currently participating in the program.

VIII. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

IX. NOTICES

All official notices regarding this MOU shall be provided in writing to the designated representatives of Marywood University and the Bensalem School District.

For Marywood University:

Mr. James Eckler

Dean of the Reap College of Creative and Professional Studies
Marywood University
School of Education
2300 Adams Avenue
Scranton, Pennsylvania 18509

For Bensalem Township School District:

Dr. Donna Minnigh

Acting Assistant to the Superintended for Teaching and Learning
Bensalem Township School District
3000 Donallen Drive
Bensalem, Pennsylvania 19020

X. EFFECTIVE DATE

This MOU shall become effective upon the signatures of authorized representatives of Marywood University and the Bensalem School District.

XI. SIGNATURES

The parties indicate their agreement with the terms of this Memorandum of Understanding by the signatures of their authorized representatives.

MARYWOOD UNIVERSITY

Name: Lisa A. Lori, JD
Title: President, Marywood University

Date: _____

BENSALEM SCHOOL DISTRICT

Name: Dr. Victoria Velazquez
Title: Superintendent

Date: _____

GWYNEDD MERCY UNIVERSITY

COLLEGE OF ARTS, SCIENCES, AND PROFESSIONAL STUDIES

COUNSELING PROGRAM INTERNSHIP AGREEMENT

AGREEMENT is made on this ___day of _____, between GWYNEDD MERCY UNIVERSITY, a non-profit Pennsylvania corporation, with its principal address at 1325 Sumneytown Pike, P.O. Box 901, Gwynedd Valley, Pennsylvania 19437 (hereinafter referred to as "UNIVERSITY") and

_____ with its principal address at

_____ (hereinafter referred to as "AFFILIATE").

W I T N E S S E T H:

WHEREAS, UNIVERSITY is an educational institution organized and operated under the authority of the Commonwealth of Pennsylvania which provides among its courses the education of students for careers in Counseling and the intended granting of a Master of Science Degree (hereinafter "Program"); and

WHEREAS, AFFILIATE is an institution specializing in providing services in Counseling; and

WHEREAS, the purpose of this Agreement is to arrange for the provision of fieldwork education in Counseling which is consistent with the UNIVERSITY's Program; and

WHEREAS, in the education of students for a career in Counseling, fieldwork education is required, and the AFFILIATE has facilities for such fieldwork education and AFFILIATE desires to associate with UNIVERSITY in providing such facilities to the UNIVERSITY and its students in an environment that is conducive to the educational process.

NOW, THEREFORE, the parties hereto intending to be legally bound hereby agree as follows:

I. AFFILIATION. During the term of this Agreement, UNIVERSITY and AFFILIATE will become affiliated with each other for the provision of fieldwork education for UNIVERSITY'S students at AFFILIATE's facilities consistent with the UNIVERSITY'S Program requirements and the terms and conditions of this Agreement.

II. TERM AND TERMINATION. The term of this Agreement shall be from _____, 20__ to _____, 20__ and will be automatically renewed on an annual basis unless

terminated, in writing, by one of the parties no less than ninety (90) days prior to the commencement of the renewal term. No such non-renewal shall affect any student fieldwork placement then being conducted and with respect to such placement, the terms of this Agreement shall continue in full force and effect. Notwithstanding anything herein to the contrary, either party may terminate this Agreement prior to the end of any given one year period if the other party has breached any of its obligations under this Agreement and failed to remedy said breach within thirty (30) days of written notice thereof.

III. COOPERATION OF THE PARTIES. All matters of material concern to the AFFILIATE and UNIVERSITY in connection with the Program shall be discussed by the parties as the need to do so arise. In resolving any matter, the parties hereto recognize that, in the performance of this contract, the greatest benefits will be derived by promoting the interests of both parties; and each party, does, therefore, enter into this contract with the intention of cooperating with the other in carrying out the terms of this contract; and each party agrees to interpret its provisions, insofar as it may legally do so, in such manner as will best promote the interest of both and render the highest services to the public.

IV. PRERIODIC EVALUATIONS. This Agreement is to be evaluated and reviewed by both parties, from time to time, and revisions will be made as they are deemed necessary to fulfill the Program goals. Any revisions will be in writing, signed and dated by both parties, and attached to and made a part of the contract.

V. PROGRAM GUIDELINES.

A. JOINT RIGHTS AND RESPONSIBILITIES.

1. Both parties will cooperate in providing the student a proper learning opportunity in Counseling fieldwork. UNIVERSITY Instructors and AFFILIATE personnel may meet periodically to review student progress and learning objectives.

2. Both parties shall not discriminate on the basis of race, religion, creed, color, national origin, ancestry, age, marital status, veteran's status, affectional or sexual orientation, gender, pregnancy, disability, domestic partnership or civil union status, gender identity or expression, genetic information or membership in any other class protected by state or federal law.

3. Both parties agree that the number of students receiving fieldwork training at the AFFILIATE will be arranged mutually, with due consideration given to the number of students and to the educational material available.

4. Both parties will communicate consistently to the students those responsibilities of the UNIVERSITY, those of AFFILIATE and those that are shared by the parties.

5. Both parties agree and understand that nothing in this Agreement implies an employee/employer relationship between UNIVERSITY instructors or students and the AFFILIATE or AFFILIATE personnel and UNIVERSITY. The parties shall be that of independent contractors with respect to each other.

B. RIGHTS AND RESPONSIBILITIES OF THE UNIVERSITY.

1. Appoint and retain, as a full-time faculty member, a Faculty Advisor, meeting all essential criteria of education and experience for such position, whose primary function will be to administer the Counseling Program.

2. Appoint and retain a Counseling Fieldwork Supervisor, meeting all essential criteria of education and experience for such position, who will carry out scheduled AFFILIATE site visits to investigate the nature of the internship work at AFFILIATE site, including consultation with the AFFILIATE site supervisor prior to the student's internship program begins and after the student's completion of all required internship hours.

3. Ensure proper placement of UNIVERSITY students within the program by visiting UNIVERSITY students on location during the AFFILIATE program and communicating with UNIVERSITY students on a weekly basis to ensure students continue to meet all internship criteria as established in UNIVERSITY'S catalog.

4. Be responsible for the entire educational experience of the students enrolled in the Counseling Internship Program. UNIVERSITY retains responsibility for instruction, evaluation, maintaining all proper paperwork including the internship application and site contract, as well as the determination and submission of student's grades to the registrar.

C. RIGHTS AND RESPONSIBILITIES OF THE AFFILIATE.

1. AFFILIATE agrees to provide to UNIVERSITY students a professional work experience.

2. AFFILIATE agrees to provide to UNIVERSITY students engaged in the internship program and UNIVERSITY faculty advisor a job description and established goals for the course of the internship program.

3. AFFILIATE agrees to develop learning objectives, with the support of UNIVERSITY student and UNIVERSITY faculty advisor, to be carried out at the AFFILIATE site which shall fulfill the goals of the internship program.

4. AFFILIATE agrees to meet with UNIVERSITY student engaged in the internship program on a regular basis to provide feedback on the quality of work UNIVERSITY student has performed.

5. AFFILIATE agrees to keep UNIVERSITY student engaged in the internship program informed, in writing, of any ongoing safety hazards and/or confidentiality and legal requirements.

6. AFFILIATE agrees to keep UNIVERSITY faculty advisor informed of UNIVERSITY student's progress and AFFILIATE shall immediately convey any concerns about student's performance to UNIVERSITY faculty advisor.

7. AFFILIATE agrees to complete all required evaluations for the UNIVERSITY student by stated deadlines as determined by UNIVERSITY.

D. RIGHTS AND RESPONSIBILITIES OF THE STUDENT

1. STUDENT agrees to obtain a thorough knowledge of the AFFILIATE organization to which STUDENT has been assigned through the internship program.

2. STUDENT agrees to observe all organizational rules and regulations of the AFFILIATE.

3. STUDENT agrees to promptly arrive at AFFILIATE organization each scheduled day at the scheduled start time as determined by AFFILIATE.

4. STUDENT agrees to inform AFFILIATE on-site supervisor prior to STUDENT'S scheduled start time if STUDENT is ill and cannot attend work on a given day.

5. STUDENT agrees to take initiative in assuming his/her responsibilities over the course of the internship program at AFFILIATE organization.

6. STUDENT agrees to demonstrate a professional demeanor in behavior and attitude at all times over the course of the internship program at AFFILIATE organization.

7. STUDENT agrees to keep an open mind an accept criticism and/or suggestions from the AFFILIATE on-site supervisor and UNIVERSITY faculty advisor.

8. STUDENT agrees to complete all course requirements, including maintaining a log of hours worked, a journal of experience, and weekly communications with UNIVERSITY faculty advisor.

VI. REMUNERATION. AFFILIATE shall not pay STUDENT any remuneration during fieldwork education time. During the designated time of fieldwork education, STUDENT will in no event become or be construed to be employees or agents of the AFFILIATE. Furthermore, AFFILIATE will not assume any responsibility for any compensation, medical, professional, meal, travel or other incidental expenses incurred by STUDENT or UNIVERSITY faculty in connection with the Program.

VII. INDEMNIFICATION AND HOLD HARMLESS.

A. UNIVERSITY agrees to defend and indemnify and hold harmless the AFFILIATE, its directors, trustees, officers, agents, servants and employees from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of the negligent acts or omissions of the UNIVERSITY'S students, faculty members, employees, officers, trustees or agents in connections with their responsibilities under this Agreement.

B. AFFILIATE agrees to defend and indemnify and hold harmless the UNIVERSITY and its trustees, officers, employees, faculty members, students and agents from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of conditions existing at the AFFILIATE and/or the negligent acts or omissions of the AFFILIATE'S directors, trustees, officers, employees, servants or agents in connection with their duties at the AFFILIATE, including without limitation their supervisory duties under this Agreement. If the UNIVERSITY incurs any expenses, including but not limited to attorneys' fees, in connection with enforcing AFFILIATE'S obligation to defend, indemnify and/or hold the UNIVERSITY and/or its students harmless, AFFILIATE agrees to reimburse the UNIVERSITY for any and all such expenses.

C. Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification above.

D. Both parties agree that in the event that indemnification is sought under this provision, the party seeking indemnification shall furnish the indemnifying party, upon request, all information and assistance available to the indemnified party for defense against any such claim, suit, or demand.

E. Both parties agree to provide a certificate of insurance upon request.

VII. MISCELLANEOUS.

A. All notices to parties hereunder must be in writing, signed by the party giving it, and shall be served either personally or by certified mail, return receipt requested, addressed as follows:

Gwynedd Mercy University Representative:

Lisa C. McGarry, PhD
Dean, College of Arts, Sciences, and Professional Studies
Gwynedd Mercy University
1325 Sumneytown Pike, P.O. Box 901
Gwynedd Valley, PA 19437

Affiliate Representative:

Name: _____

Title: _____

Address: _____

_____

or to such other address as may be hereinafter designated by addendum hereto. All notices are effective three (3) days after being properly stamped, addressed, and placed in the United States mail by the party giving such notice.

B. Assignment. The Agreement may not be assigned in whole or in part by either party.

C. Governing Law. This Agreement has been made, executed and delivered in, and is to be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, the parties cause this Agreement to be executed by their duly authorized representatives, as of the day and year above first written.

GWYNEDD MERCY UNIVERSITY

By: _____

Print Name: _____

Attest: _____

AFFILIATE

By: _____

Print Name: _____

Attest: _____

GWYNEDD MERCY UNIVERSITY FIELDWORK CONTACT

By: _____

Print Name: _____

Attest: _____

AFFILIATE FIELDWORK CONTACT

By: _____

Print Name: _____

Attest: _____

STUDENT AFFILIATION AGREEMENT
FOR TEMPLE UNIVERSITY STUDENTS AT NON-TU ENTITIES

This Student Affiliation Agreement ("Agreement") is entered into as of this ___ day of _____, 2026 (the "Effective Date") by and between **TEMPLE UNIVERSITY – OF THE COMMONWEALTH SYSTEM OF HIGHER EDUCATION on behalf of its College of Education and Human Development**, UNIVERSITY") and **BENSALEM TOWNSHIP SCHOOL DISTRICT** ("AFFILIATE").

WITNESSETH

WHEREAS, AFFILIATE and UNIVERSITY have an interest in supporting educational programs and in working cooperatively with other institutions dedicated to public service and educational endeavors; and

WHEREAS, AFFILIATE and UNIVERSITY agree that learning can best be achieved and facilitated when a stimulating educational environment is maintained; and

WHEREAS, it is in the interest of AFFILIATE to participate in the training of a students enrolled at the UNIVERSITY and assigned at the pre-student teaching level to the AFFILIATE with a less-than-full responsibility for instruction or instruction related activities ("Practicum Student") or assigned by UNIVERSITY to teach at the AFFILIATE, as part of their preparation to enter the teaching profession ("Student Teacher") to help meet the needs for highly qualified educators of our Commonwealth.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, good and valuable consideration, the receipt of which is hereby acknowledged, and intending to be legally bound hereby, UNIVERSITY and AFFILIATE agree as follows:

1. **Term**. This Agreement shall continue from the Effective Date above unless either party gives written notice of termination to the other party at least ninety (90) days prior to the desired termination date.

2. **Rules and Regulations**. UNIVERSITY shall require each of its students to be aware of, and abide by AFFILIATE's practices, rules, policies, and procedures.

3. **Discipline**. UNIVERSITY shall have full responsibility for conducting any student (whether employed by the affiliate, or not) disciplinary proceedings in accordance with its own rules and regulations. Notwithstanding the above, UNIVERSITY agrees to terminate the participation of any student at AFFILIATE's facilities, upon request of AFFILIATE, if AFFILIATE has determined that the student fails to abide by the practices, rules, policies, or procedures of AFFILIATE. The Affiliate may remove a Student Teacher or Practicum Student from a classroom for cause at any time but will only terminate or change the assignment of a Student Teacher after consultation with the University. The University may, at any time, terminate the assignment of any Student Teacher or Practicum Student. However, before termination, all parties shall make reasonable efforts to consult with each other.

4. **Educational Records**. UNIVERSITY shall maintain all educational records and reports relating to the participation by individual students at AFFILIATE for six (6) years from the date of graduation and AFFILIATE shall have no responsibility to maintain any records. In the event of pending litigation involving such records, those records shall be maintained until a resolution

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of the legal action is reached. AFFILIATE will refer all requests for information respecting such records to UNIVERSITY.

5. **Background Checks**. UNIVERSITY shall insure that all students placed at AFFILIATE have received satisfactory criminal history record information reports, child abuse history clearances, and Federal Bureau of Investigation federal criminal history record information reports, and any other clearances or documents reasonably requested by AFFILIATE

6. **Students Assigned**. UNIVERSITY shall assign only those students who have satisfactorily completed the required course of study for the current field placement and who meet AFFILIATE's and UNIVERSITY's standards of health and ability. UNIVERSITY and AFFILIATE shall annually agree upon the number and schedule for such students. The Parties shall make reasonable efforts to consult with each other before modifying a Students' assignment.

7. **Student Confidentiality**. UNIVERSITY shall insure that all its students placed at AFFILIATE have been educated as to the concepts of privilege and confidentiality as related to student data and information as well as executing and complying with the terms and conditions contained in Attachment "*A*".

8. **Student Status.** UNIVERSITY shall notify students that, regardless of employment status with the AFFILIATE, each student is placed with AFFILIATE as a part of an academic curriculum and those duties performed by the student are not performed as an employee, but in fulfillment of these academic requirements. Students who are completing program or curricular requirements at the AFFLIATE, and have not been hired by the AFFILIATE, shall not be deemed to be an employee of AFFILIATE for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security or any program because of participation in this educational experience;

9. **Student Teacher and Practicum Student Supervision.** Students shall be subject to the rules and regulations of the AFFILIATE and will be under the direction and supervision of a school assigned mentor teacher, Principal, and other administrative personnel while they are on the premises of the AFFILIATE or acting on behalf of the AFFILIATE in locations other than the premises. The following points have specific reference to the various types of supervisory responsibility:

A. AFFILIATE shall provide supervision of all student classroom activities and shall have full responsibility and authority over AFFILIATE's administration and student services.
B. If the student teacher is not the teacher of record for their classroom, their Mentor Teacher may temporarily leave the classroom, in case of an emergency, with the Student Teacher or Practicum Student in charge of the class, but the Classroom Mentor, shall, at all times, retain the responsibility for the control of the class and the program of instruction.
C. Teacher education students may substitute teach once they have completed one satisfactory observation in student teaching. Temple teacher candidates are not allowed to substitute teach outside of their student teaching classroom on days designated for student teaching.
D. Mentor Teachers shall file such reports as are prescribed by the University.
E. The University Supervisor shall have access, at all reasonable times, to visit the classroom(s) to which the student is assigned for the purpose of observation and supervision.

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F. Per Pennsylvania Department of Education regulations, each student teacher must be supervised by university faculty with knowledge and experience in the area of certification and a cooperating teacher who is trained by the preparation program faculty and who has the appropriate professional educator certification, 3 years satisfactory certified teaching experience on the appropriate certificate and 1-year certified experience in the specific placement (22 Pa. Code §354.25(f)).

10. **Calendar**. Students shall be required to comply with the calendar of the AFFILIATE and the daily schedule of the individual AFFILIATE in which the experience will be completed. Any deviation from said schedule or calendar shall be approved by the Mentor Teacher, the Principal and the University Supervisor.

11. **Insurance**. Each party shall provide and maintain Comprehensive General Liability and Professional Liability Insurance for itself, its agents, its employees, and its students participating in this Program at levels sufficient to support the indemnification obligations assumed herein. In no event shall the professional liability insurance coverage be in an amount less than required by The Commonwealth of Pennsylvania or One Million Dollar ($1,000,000) per claim and Three Million Dollars ($3,000,000) in the aggregate, whichever is greater. In the event that a party maintains professional liability insurance on a claim made basis, such party shall secure and maintain tail coverage insurance. Upon request of a party, the other party shall supply certificates of insurance evidencing such coverage. Both parties are prohibited from accepting service of legal papers on behalf of the other party, its agents or any of its insured. AFFILIATE's insurance shall be primary and non-contributory to any of UNIVERSITY's insurance policies. This section shall survive the expiration or termination of this Agreement.

12. **Stipend.** A stipend, where applicable, as set by the UNIVERSITY shall be paid for supervising student teachers by the UNIVERSITY to Mentor Teacher or, if the AFFILIATE prefers, to the AFFILIATE district.

13. **Final Grade**. The final academic grade for a student teacher will be determined by the UNIVERSITY with input from AFFILIATE.

14. **Indemnification**. Each party shall indemnify, defend, and hold the other party, its affiliates and their respective trustees, governors, directors, officers, employees, contractors, subcontractors, and agents (collectively, the "Indemnified Parties") harmless from and against any and all liabilities, suits, actions, claims, demands, damages, losses, expenses, and costs of every kind and character (including, without limitation, reasonable attorney fees court costs, and expert witness fees) suffered or incurred by, or asserted or imposed against the party seeking indemnification (or its Indemnified Parties) to the extent resulting from, connected with, or arising out of any negligent or wrongful act or omission by the indemnifying party (or its Indemnified Parties).

15. **Emergency Medical Treatment**. If any of UNIVERSITY's students participating in the program covered by this Agreement should require emergency medical treatment while at AFFILIATE, AFFILIATE will arrange the required treatment at a fee no greater than customarily charged to the general public. Such expenses shall be the sole responsibility of the student.

16. **Training**. AFFILIATE shall provide mentorship for UNIVERSITY's students which meets the mutually agreed upon standards. The AFFILIATE will grant classroom access to UNIVERSITY appointed supervisors of practicum students and student teachers.

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17. **Name and Logo**. No party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other's prior written approval.

18. **Publications**. Students must obtain prior written approval of AFFILIATE and UNIVERSITY before publishing any material (including photos, videos or other posts) relating to the program experience. The UNIVERSITY may not take any photographs or videos of the classroom setting without the express written permission of the appropriate AFFILIATE official(s) and families. The UNIVERSITY may not distribute any forms or documents requesting authorization from AFFILIATE students without prior review and approval from the AFFILIATE. Any such photos or videos created at the AFFILIATE may only be used for educational purposes.

19. **Exclusivity**. This Agreement is not intended to conflict with or affect any existing or future affiliation between the parties and institutions not a party to this Agreement. This Agreement is not exclusive.

20. **Applicable Law**. This Agreement shall be deemed to have been made and shall be construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its choice of law doctrine.

21. **Entire Agreement**. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and all prior discussions, agreements or understandings, whether verbal or in writing, are hereby merged into this Agreement.

22. **Amendment**. No amendment or modification to this Agreement shall be effective unless the same is in writing, signed by the parties to be charged.

23. **Non-Discrimination**. Neither AFFILIATE nor UNIVERSITY shall discriminate in the performance of this Agreement because of race, color, sex, sexual orientation, age, religion, handicap, marital status, or national origin in violation of any applicable federal, state or local law or regulation.

24. **Assignment**. Neither party shall assign any of its rights or obligations under this Agreement without the prior written consent of the other party. Any such assignment is expressly prohibited and shall be deemed null and void. Notwithstanding the foregoing, UNIVERSITY shall be permitted to assign its rights and obligations under this Agreement to any other person, entity, or organization affiliated with Temple University Health System, Inc. or UNIVERSITY without the consent of AFFILIATE.

25. **Severability**. If any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, or the parties determine any provision to be in conflict with any applicable federal, state or local law or regulation, then the remaining provisions of this Agreement shall be unaffected thereby and shall remain in full force and effect.

26. **Authority**. Each party represents that it has the authority to enter into and be bound by this Agreement.

27. **Waiver**. The waiver of a breach of any of the terms hereof shall not be deemed a waiver of any subsequent breach or default whether of the same or similar nature and shall not in any way affect the other terms hereof. No waiver shall be valid or binding unless in writing and signed by the parties.

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28. **Facilities**. UNIVERSITY's students may not have access to AFFILIATE's facilities for any reason other than clinical instruction unless permission has been obtained from appropriate AFFILIATE personnel in advance.

29. **Notices**. Notwithstanding the information referenced in paragraph 6 above, which may be transmitted via email, any notice required to be provided under the terms and provisions of this Agreement shall be in writing, and shall be deemed to be delivered when deposited in the United States mail or national delivery service such as UPS or Federal Express, postage prepaid, certified mail, return receipt requested, and addressed to the respective party at the address set forth below, or any such address as may specify by written notice given to the other party in the manner specified herein:

AFFILIATE:	Bensalem Township School District Dr. Donna Minnigh 3000 Donallen Drive Bensalem, PA 19020 Email: dminnigh@bensalemsd.org
UNIVERSITY:	Temple University - Of The Commonwealth System of Higher Education College of Education & Human Development Regina Gauss Kosiek 1301 Cecil B. Moore Avenue RA 165 Philadelphia, PA 19122 Email: edfield@temple.edu
With Copy to:	Office of University Counsel Temple University 300 Sullivan Hall 1330 West Polett Walk Philadelphia, PA 19122 universitycounsel@temple.edu

Notwithstanding the above either party may also provide notice by personal delivery.

30. **Confidentiality**. UNIVERSITY agrees that any information and documents including, without limitation, data, educational materials, medical records, materials relating to business, protocols, guidelines, pricing, strategies, compensation levels, financial information, trade secrets, and technology (collectively, the "Confidential Information") concerning AFFILIATE, its patients, affiliates, employees, agents, or representatives that are submitted under this Agreement or which UNIVERSITY becomes aware of during the course of its performance hereunder are confidential and proprietary to AFFILIATE. UNIVERSITY shall hold all Confidential Information in the strictest confidence and shall protect all Confidential Information with the same degree of care that it exercises with respect to its own proprietary information and in accordance with any and all applicable laws and regulations and AFFILIATE's policies and procedures. UNIVERSITY shall obtain no proprietary rights (directly or indirectly) in or to any such materials. UNIVERSITY shall not disclose the Confidential Information to any third party without the prior written consent of AFFILIATE unless required by law in which event, the UNIVERSITY will promptly notify AFFILIATE of such request. Upon the expiration or termination of this Agreement, for any reason, UNIVERSITY shall promptly turn over and return

to AFFILIATE all Confidential Information (in whatever form or media) or upon the written direction of AFFILIATE, destroy the Confidential Information.

32. **Jointly Drafted**. This Agreement shall be deemed to be jointly drafted by both parties and, in the event of a dispute, shall not be construed against or in favor of either party on account of its participation in the drafting hereof.

33. **Counterparts**. Provided that all parties hereto execute a copy of this Agreement, this Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Executed copies of this Agreement may be delivered by facsimile transmission or other comparable means.

34. **Cooperation Regarding Claims**. The parties agree to fully cooperate in assisting each other and their duly authorized employees, agents, representatives and attorneys, in investigating, defending or prosecuting incidents involving potential claims or lawsuits arising out of or in connection with the services rendered pursuant to this Agreement. This paragraph shall be without prejudice to the prosecution of any claims which any of the parties may have against each other and shall not require cooperation in the event of such claims.

IN WITNESS WHEREOF, this Agreement has been executed by each party's duly authorized representative in multiple originals.

BENSALEM TOWNSHIP SCHOOL DISTRICT	**UNIVERSITY**
By: _____	By: _____
Name:	Name:
Title:	Title:

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Attachment "A"

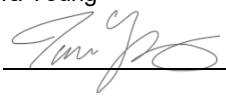
Statement of Confidentiality, FERPA Minimum Necessary Consent and Responsibility

I understand and agree to comply with the terms of the Student Teaching Agreement, as amended from time to time (the "Agreement"), by and between Bensalem Township School District ("Affiliate") and **Temple University – Of the Commonwealth System of Higher Education** ("University") to receive training and experience in teacher education (the "Program").

As consideration for allowing me to participate in the Program at Affiliate, I understand that my role as a participant in the Program is contingent upon compliance with all policies and rules of Affiliate. In addition, I understand that I am required to keep confidential student protected educational information. I recognize and acknowledge that during the course of my participation in the Program, I may become aware of such private and confidential information and that I have access to such information as part of the Program and for educational and training purposes only. I agree to keep this information confidential forever and not to use or disclose it to others, including all members of Affiliate's workforce, and its entities, patients and family members, unless there is a need to know and I am otherwise authorized by: *(a)* Affiliate; *(b)* Affiliate's policies and procedures; *(c)* the student (for that student's specific information); or *(d)* where appropriate, as required by law. I understand that I must comply with Affiliate's policies and procedures, including but not limited to those regarding COVID-19 and/or the Family Educational Rights and Privacy Act (FERPA) and regulations and I acknowledge that I have been trained in the appropriate uses and disclosures of protected health information as they relate to my specific role as a participant in the Program.

The undersigned, intending to be legally bound, has reviewed this Statement of Confidentiality, Minimum Necessary Consent and Responsibility, and agrees to abide by same.

Student Name: Tiara Young

Student Signature: 

Date: 10-06-2026

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AFFILIATION AGREEMENT WITH A SCHOOL DISTRICT

THIS AGREEMENT is made for a period of time beginning on October 12, 2026 Wilson College, Chambersburg, PA, (hereinafter "College"), an educational institution in the Commonwealth of Pennsylvania and the organization, Bensalem Township School District (hereinafter "School District"). The parties intend to be legally bound to the following terms:

I. **DUTIES AND RESPONSIBILITIES OF THE COLLEGE**

a. *Selection of Students.* The College shall be responsible for the selection of qualified students to participate in the practicum or student teaching experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.

b. *Education of Students.* The College shall assume full responsibility for the classroom and classroom education of its students. The College shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.

c. *Submission of Candidates.* The College shall submit the names of the students to the School District or a designated representative prior to the practicum assignment or student teaching. All student teachers will have completed all PDE required clearances.

d. *Advising Students of Rights and Responsibilities.* The College will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program.

e. *Insurance.* The Parties agree that the only insurance required under this Contract shall be as set forth below, and upon request, Provider i.e. Wilson College shall supply certificates of insurance evidencing such coverage to the School District:
   - Provider will maintain Workers Compensation Coverage as required by Pennsylvania law in limits required by statute; and
   - Provider will maintain Comprehensive General Liability Insurance for itself, its agents, and employees participating in the Work with limits of at least $1,000,000 per occurrence and $3,000,000 annual aggregate; and
   - Provider will maintain Professional Liability Insurance for itself, its agents, and employees participating in the Work with limits of at least $2,000,000 per occurrence and $3,000,000 annual aggregate.

f. *Supervision of Student Teachers.* The College will be responsible for assigning College staff supervisors who shall provide academic oversight, guidance, and assessment of student teachers. Supervisors shall coordinate observations of student teachers with the building principal or his/her designee. Such observations will occur no less than four (4) times per student teaching assignment. The Supervisor shall meet face-to-face with the student teacher and cooperating (District) teacher to provide feedback on each observation within one week of the observation through the use of the College's approved evaluation form. The College's academic department shall oversee compliance of the expectations in this subsection. Upon request by the school district, the College's Coordinator of Field Experiences shall provide detailed documentation that compliance has been met at the end of each semester.

II. DUTIES AND RESPONSIBILITIES OF SCHOOL DISTRICT

a. *Establishment of Practicum or Student Teaching.* The School District authorizes the use of its facilities as may be agreed upon by the School District and the College as a practicum or student teaching center. This practicum or student teaching is for students enrolled in the College's teacher preparation programs. This practicum/student teaching is required and authorized by law.

b. *Policies of School District.* The College will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. The School District will provide the College all the applicable information as students begin their field experiences.

c. *Administration.* The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization, and operation of its programs.

d. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the School District should immediately contact the Coordinator of Field Experiences.

e. *Designation of Representative.* The School District shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the College in order to discuss, plan and evaluate the experience on the student(s).

f. *Supervision of Students.* The School District shall provide either a practicum site supervisor or a cooperating teacher who will supervise student activities during practicum visit or student teaching.

g. *Reporting of Student Progress.* The School District shall provide all reasonable information requested by the College on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the College and the School District.

h. *Student Records.* The School District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

III. MUTUAL TERMS AND CONDITIONS

a. *Number of Participating Students.* The parties will mutually agree upon the number of students that shall be assigned to the School District for this practicum or student teaching experience.

b. *Term of Agreement.* The term of this Agreement shall be 5 years from the date of execution. This Agreement may not exceed a period of five years.

c. *Termination of Agreement.* The College or the School District may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

d. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

e. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

f. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.

g. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

h. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage,

injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.

i. *Entire Agreement*. This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Wilson College College or College	Bensalem Township School District School/School District (Print)
_____ Authorized Signature	_____ Authorized Signature
_____ Authorized Name Print/Title	_____ Authorized Print Name/Title
_____ Date	_____ Date

TEACHER CANDIDATE PLACEMENT AGREEMENT

BETWEEN

RIDER UNIVERSITY

AND

_____

THIS AGREEMENT is made this_____day of_____, 2026, between RIDER UNIVERSITY ("Rider" or "University") and_____SCHOOL DISTRICT ("Clinical Partner").

INTRODUCTION

Rider University conducts educational programs in Lawrenceville, New Jersey, and desires to build formal Partnerships with school districts and co-construct with these districts clinical experiences within the University curricula. Creative opportunities exist to include formal programs in which "Teacher Candidates"(student teachers) alternate between on-campus and workplace instruction. This commitment provides Rider and its Clinical Partner the distinctive opportunity to better prepare Teacher Candidates for entry into the workforce and to help ensure that Rider curricula are appropriately responsive to rapidly-changing school environments. Agreements with clinical partners directly contribute to Rider University's mission toward nurturing and developing future educators.

Accordingly, Rider seeks placement for its Teacher Candidates with a Clinical Partner to provide these Teacher Candidates with practical experience. Clinical Partners maintain facilities and employ skilled professional personnel relevant to the Rider educational experience and agree to collaborate with Rider to deliver these educational goals. Specifically, in accordance with the Council for the Accreditation of Educator Preparation (CAEP) Standard 2, Rider and Clinical Partner commit to a Partnership and high-quality clinical practice so that qualified Teacher Candidates develop the knowledge, skills, and professional dispositions necessary to demonstrate positive impact on all P-12 students' learning and development.

Using a shared-responsibility model, Rider seeks input from the Clinical Partner to co-construct clinical experiences of sufficient depth, breadth, diversity, coherence, and duration to ensure that Teacher Candidates demonstrate their developing effectiveness and positive impact on all students' learning and development. Partners co-select, support and develop high-quality clinical educators (defined as cooperating teachers in schools and supervisors at Rider), both provider- and school-based, who demonstrate a positive impact on Teacher Candidates' development and P-12 student learning and development. Rider and the Clinical Partner agree to meet and collaborate regularly to ensure continuous improvement of clinical experiences and to make changes to the design of the program as needed. These continuous improvement discussions may take the form of, but are not limited to, small group meetings, focus groups, advisory board meetings and large semester events.

RESPONSIBILITIES OF RIDER UNIVERSITY

Program Oversight: Rider shall facilitate collaboration for planning and execution of the educational program, including programming, administration, curriculum content, promotion and certification. Rider shall also participate in the selection of all mentor teachers who must demonstrate effective teaching practices and positive student learning outcomes.

Faculty Oversight: Rider shall provide a qualified faculty member for supervision of "Teacher Candidates" assigned to Clinical Partner for each Teacher Candidate placement. Any of Rider's clinical faculty or Teacher Candidates designated by Clinical Partner may be required to complete appropriate orientation as provided by Clinical Partner.

Notification of Clinical Partner as to Teacher Candidate Assignments: Rider shall notify Clinical Partner of the dates of initiation and completion of each semester during which the Teacher Candidate will be placed at Clinical Partner, and shall provide Clinical Partner with reasonable notice, as to proposed Teacher Candidate assignments. Rider shall send to Clinical Partner Teacher Candidates(s) enrolled in appropriate educational program(s) at the University.

Clinical Experience Terms:

Rider University shall, guided by the Student Teaching Handbook where applicable (available at www.rider.edu/studentteaching):

• Provide Teacher Candidate clinical experience overview and expectations (Student Teaching Handbook) to Clinical Partner faculty and administration

• Provide Rider field placement and faculty supervision contact and communication information to participating Clinical Partner mentor teachers

• Designate a qualified Teacher Candidate faculty supervisor to observe and evaluate Teacher Candidate progress on an ongoing basis, generally every other week over the 14-15 week semester based on NJDOE Administrative Code.

• Provide a stipend for participating clinical mentor teachers for each hosted Teacher Candidate (half or partial stipend for a half or partial semester; full stipend for a full semester). Clinical mentor teachers who are collaborating in the mentorship of a Teacher Candidate will receive a prorated stipend.

Compliance: Rider shall exercise reasonable efforts to assure that any and all Teacher Candidates and personnel placed at Clinical Partner shall comply with all applicable Clinical Partner rules, regulations and policies while performing services at Clinical Partner .

Confidentiality: Rider shall exercise reasonable efforts to assure that all Teacher Candidates and clinical faculty supervisors shall treat P-12 learner information acquired by them with regard to clinical experiences as confidential, during and after the placement period. Rider shall instruct Teacher Candidates and clinical faculty supervisors in the importance of respecting the confidential nature of all information which may come to them through Clinical Partner records and activities. Any artifacts or evidence that Rider Teacher Candidates collect will be treated in such a way as to maintain P-12 learner confidentiality. Any artifacts and evidence collected will only be used to support required performance based assessments for licensure.

Health Status Report: Rider shall exercise reasonable efforts to ensure that the health of all Teacher Candidates and faculty assigned to Clinical Partner meet the standards required of Clinical Partner employees.

Insurance: Rider shall maintain general and professional liability insurance in the amounts of $1,000,000 per occurrence, $2,000,000 general aggregate for each coverage to protect itself and Clinical Partner from loss or liability in connection with performance of services pursuant to this Agreement by Rider, its employees, representatives, agents and/or students. Such insurance shall be with companies qualified to do business in New Jersey with an AM Best rating of A- or better and shall be evidenced by a Certificate of Insurance provided to Clinical Partner prior to the placement of a Teacher Candidate.

Background Check: Teacher Candidates shall obtain criminal background history review approval through the NJDOE (if placed in New Jersey) and provide documentation of approval to the field placement office. Approvals will be shared with districts upon request. Teacher Candidates placed in PA will obtain the clearances required by their host district. Neither Clinical Partner nor Rider University shall be considered an "employer" for purposes of N.J.S.A. 18A:6-7.6 - 7.13.

RESPONSIBILITIES OF CLINICAL PARTNER

Collaborate in Education Program:

Clinical Partner shall:

- Collaborate and regularly communicate progress and concerns with Rider clinical supervisor

- Provide a clinical mentor (cooperating teacher) who has a documented record of effective teaching and positive impact on student learning for each teacher Teacher Candidate in order to ensure a meaningful and appropriate learning experience

- Accept Teacher Candidates from the Rider University College of Education and Human Services as Teacher Candidates in classrooms for the number of weeks designated for each Teacher Candidate clinical experience

- Provide opportunities for Teacher Candidates to prepare and implement lesson plans and engage in all duties of a teacher as appropriate

- Complete Teacher Candidate evaluations designated by Rider Field Placement Office

Authority to Decline Placements: Clinical Partner reserves the right to decline Teacher Candidate assignments where the proposed number of Teacher Candidates exceeds that which the Clinical Partner believes it can reasonably supervise on-site, or for other legitimate reasons.

Teacher Candidate Evaluation: Clinical Partner shall provide Rider with an evaluation of each Teacher Candidate in a format agreed upon by the parties in advance of each placement. The clinical mentor must be able to mentor adults and establish specific goals for improvement for the Teacher Candidate.

Policies and Procedures: Clinical Partner shall provide Rider with a copy of applicable Clinical Partner policies and procedures. Clinical Partner may permit, on reasonable request and reasonable notice, the inspection of the facilities, services available for each Teacher Candidate placement, and such items pertaining to the program, by Rider or those agencies responsible for accreditation of Rider's programs.

Safety Equipment: Clinical Partner shall make such equipment available to faculty and Teacher Candidates as is necessary to implement appropriate safety precautions. Clinical Partner shall provide suitable facilities for Teacher Candidates and faculty to change to uniforms/school attire, if applicable.

Emergency treatment for Teacher Candidates: All Teacher Candidates may be treated for emergency illness or accidental injury occurring while on duty with the Clinical Partner. If the attending physician recommends, they may be sent home with notice thereof and the nature of the illness provided to Rider. Teacher Candidate permission will be obtained when reasonably possible.

Insurance: Clinical Partner shall maintain general and professional liability insurance in the amounts of $1,000,000 per occurrence, $2,000,000 general aggregate for each coverage to protect itself and Rider from loss or liability in connection with performance of services pursuant to this Agreement by Clinical Partner, its employees, representatives, agents and/or students and shall be with companies qualified to do business in New Jersey with an AM Best rating of A- or better. Such insurance shall be primary and on a non-contributory basis with a waiver of subrogation and evidenced by a Certificate of Insurance provided to Rider prior to the placement of a Teacher Candidate. Rider shall be named as an additional insured.

GENERAL PROVISIONS

Term: This Agreement shall commence on the date first written above and shall be in effect until

June 30, 2027

upon which date it shall automatically terminate. In addition, either party may terminate this Agreement upon ninety (90) days' written notice, provided, however, that any Teacher Candidate in good standing shall be permitted to complete their semester. The parties may extend this Agreement by mutual consent set forth in writing. Representatives of Rider and Clinical Partner shall hold regular meetings to discuss and evaluate each student placement program.

Performance Based Assessments required for NJDOE licensure: Teacher Candidates must prepare a portfolio of materials during their student teaching clinical experience. Many Performance Based Assessments require Teacher Candidates to demonstrate readiness to teach through a series of lesson plans designed to support their P-12 learners' strengths and needs, engage P-12 learners in ambitious learning, analyze whether their P-12 learners are learning, provide feedback to P-12 learners and adjust their instruction to become more effective. Teacher Candidates may be required to submit video recordings of themselves at work in a real classroom as part of a portfolio that is scored by highly trained educators. These recordings and the devices used to create and store these files are subject to the stringent controls and confidentiality guidelines detailed in the previous section of this agreement. The Clinical Partner and Rider agree to collaborate to demonstrate compliance with NJDOE requirements for licensure, including but not limited to providing for video recording of the Teacher Candidate for Performance Based Assessment scoring.

Termination of Student Teaching: Termination by Clinical Partner, Rider or Teacher Candidate shall be in accordance with the applicable provisions of the Student Teaching Handbook.

Dispute Resolution: Any dispute regarding this Agreement and/or any Teacher Candidate placement experience shall be referred to a Rider faculty member and a Clinical Partner staff member designated by each party for resolution. If such designees are unable to resolve said dispute, then the matter shall be referred to the Dean (or their designee) of the Rider University College of Education and Human Services

and to the designated party of the applicable department at Clinical Partner. The Student Teaching Handbook, CAEP Standard 2, and performance based assessment requirements, where applicable, shall be references for resolution of any dispute.

Release, Hold Harmless and Indemnification: Rider and Clinical Partner hereby each agree to release, hold harmless and indemnify the other, and their trustees, officers, faculty, staff, employees and agents, from and against any and all actions, claims, costs (including reasonable attorneys' fees), damages, expenses, losses and judgments, arising out of their own negligent acts or omissions.

Governing Law: This Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

Entire Agreement: The Clinical Partner and Rider agree that they are not relying upon any promises, understandings, warranties or representations, either oral or written, express or implied, other than those expressly set forth herein; that this Agreement is a complete integration and constitutes the entire agreement of the parties with respect to the subject matter hereof; that no amendments or other modifications of this Agreement shall be valid unless in writing and signed by an authorized officer of the Clinical Partner and Rider.

Notice: Any notice required pursuant to this Agreement shall be made in writing and sent by electronic and regular mail as follows:

As to Rider:

Erica Spence-Umstead, Ed.D.
Asst. Dean, Partnerships and Field Placements
Office of Field Placement and State Certification
Rider University
2083 Lawrenceville Road, BFH 116
Lawrenceville, NJ 08648
espenceumste@rider.edu
609.895.5669
609.896.5282 (fax)

With a copy to:

Thomas Papa
Vice President for Finance &
Chief Administrative Officer
Rider University
2083 Lawrenceville Road
Lawrenceville, NJ 08648
tpapa@rider.edu
609.896.5000 ext. 5109

As to Clinical Partner:

With a copy to:

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first written above.

For Clinical Partner:

By: _____
Name & Title

Date: _____

For Rider:

By: _____
Thomas Papa
Vice President for Finance

Date: _____

Degree Program in Athletic Training

AFFILIATED SITE AGREEMENT

This agreement is entered into on November 1, 2026 by and between Kean University, located at 1000 Morris Avenue, Union, New Jersey 07083 (the "University"), and Bensalem High School with an address of 4319 Hulmeville Rd., Bensalem, PA 19020 (the "School"). The School and the University are each also referred to herein as a "Party" and are collectively referred to as the "Parties."

WHEREAS, the University provides a MS Degree Program in Athletic Training (the Program) for its students; and

WHEREAS, the Program requires students to complete clinical observation and experiences (Field Experience) required by the standards and guidelines of the Commission on Accreditation of Athletic Training Education (the CAATE); and

WHEREAS, the University desires the cooperation of the School in the development and implementation of Field Experience phase of its Athletic Training Program; and

WHEREAS, the School is willing to provide the facilities for clinical observations and Field Experiences for the students enrolled in the Program.

NOW THEREFORE in consideration of the mutual promises hereinafter contained, the School and University agree as follows:

1. **TERM**

   The Agreement shall commence on November 1, 2026 ("Commencement Date") and shall expire on August 31, 2027, unless sooner terminated in accordance with the terms and conditions hereof (the "Initial Term"). This Agreement shall be automatically renewed in one (1) year increments (each a "Renewal Term"), for a period of not more than five (5) years from the date of the Agreement above, unless another arrangement is decided by the Parties in a newly written agreement of both Parties as the Parties mutually determine. The Initial Term and any Renewal Term, as applicable, shall be referred to herein collectively as the "Term"

2. **TERMINATION**

   2.1 Either party has the right to terminate this Agreement on thirty (30) days prior written notice to the other party in accordance with the notice provisions outlined in paragraph 17 below.

2.2. In the event of a breach of any provision of this Agreement by one party, the other party shall have the right and option to give the breaching party written notice. In the event that the breaching party fails to remedy the breach within thirty (30) days of the receipt of such written notice, the other party may, at its sole option, terminate this Agreement.

2.3 In the event this Agreement is terminated, it shall remain in effect until the completion of any Field Experience committed to or commenced at the time of such termination, subject to the right of the School to withdraw a student from the Field Experience as set forth herein. The School agrees that no students participating in any ongoing Field Experience will be denied the opportunity to complete the Field Experience, even when the termination effective date occurs prior to the completion date of the Field Experience.

3. UNIVERSITY RESPONSIBILITIES

The University will:

3.1 Assume and maintain full responsibility of all phases of the program administration, and curriculum content, Field Experience requirements, faculty appointments, and requirements for matriculation, promotion and graduation.

3.2 Inform its students of the requirement to conform to the rules, regulations and policies of the School. These rules, regulations and policies will be available and reviewed with each student by the School.

3.3 Inform its students that they must meet certain health standards as required by the School.

3.4 Be responsible of maintaining quality education standards that comply with the requirements and guidelines of the CAATE.

4. SCHOOL'S RESPONSIBILITIES

The School will:

4.1 Ensure that the Field Experience is conducted under the direct supervision of the School's certified Athletic Trainers. The Athletic Trainers will be duly qualified by being licensed as an Athletic Trainer through the State Board of Medicine and certified by the Board of Certification (BOC).

4.2 Provide all supervision and clinical instruction required for students during the Field Experience. Students are at no time to be unsupervised by the athletic trainer while engaged in the Field Experience. Direct supervision has to be carried out according to the standards defined by CAATE. It is further understood that upon the direction and supervision of the School's supervisor the student may be allowed to act as a first responder. This should only be an

occasional event and should in no way be a normal or everyday occurrence. In this event, the School's Emergency Management Plan should immediately be implemented.

4.3 Provide the necessary supplies and facilities as may be required to ensure quality education for the students.

4.4 Provide an orientation of its facilities, rules, regulations and procedures to the University's students.

4.5 Provide emergency care for students in case of illness or accident. However, School shall not be responsible for any further care. The University shall be promptly notified of any such occurrence. The student shall be responsible for payment of any medical expenses incurred.

4.6 Assure that it has measures in place to ensure Students and faculty safety, such as program and institution policies or manuals, instruction on occupational health and safety, incident-reporting processes, harassment prevention policies and procedures, and conflict resolution processes.

4.7 Ensure that it has measures in place related to the prevention of the spread of COVID-19 which will be shared with Kean University and the Students prior to the start of the fieldwork at the School.

5. MUTUAL RESPONSIBILITIES

The Parties mutually agree that:

5.1 The School retains the responsibility for care and related duties for its athletes or physically active patients.

5.2 The School may request that a student be removed from the Field Experience should a problem arise in which the student's behavior violates policies and/or procedures of the School. The student may return to the Field Experience when and if the problem is resolved to the mutual satisfaction of the University and the School following the implementation of the University Suspension Procedures.

5.3 Disciplinary and other problems are to be reported to the Program Director of the Program at the University. Disciplinary problems will be evaluated and managed by the University.

5.4 The School has the right to refuse a student for Field Experience, and the University is not obligated to assign a specific student or number of students to the School for said Field Experience

5.5 The number of students assigned to the School will vary yet will not exceed that which is approved by the School and agreed upon by the University.

5.6 Neither the University students nor the student's instructors are to be considered in the employ of, nor agents of the School in any situation.

5.7 The School and University will perform their duties and responsibilities under this Agreement without cost or other financial obligation to the other party.

6. STUDENT RESPONSIBILITIES

The University shall advise its students of the following conditions of participation in the Program. Further, the University shall advise students that failure to meet the following conditions shall be grounds for denial of admission to and/or dismissal from the Field Experience:

6.1 Students of the University shall, at all times, follow the rules and regulations established by the School pertinent to procedures, policies, conduct, and manner of dress, athlete contact, and in such other respects as the School may require to prevent interference with proper operation thereof and athlete care. The School shall orient the students to applicable rules and regulations.

6.2 All students shall have appropriate medical screening prior to their assignments to the Field Experience. Students shall have evidence of having received immunization against such infectious diseases as the University and the School shall require. Students are advised that they are responsible for their own health insurance coverage and may have to provide proof of such coverage.

6.3 The students and instructors shall keep in strict confidence whatever is observed or read regarding an athlete's condition to the extent determined by administrators of the School. Students shall not disclose any such information to third parties and will take all steps reasonably necessary to protect the privacy, confidentiality and dignity of any athlete with whom the students have contact during the Field Experience.

6.4 Students, at their own expense, shall be required to submit to a criminal background check prior to starting clinical training at the Facility as required by the Facility's criminal background checks procedure. Students whose records show an adverse finding will be subject to review by the Facility. The Facility may reject any Students from the fieldwork experience based upon the information contained in the criminal background check

7. REGULATORY COMPLIANCE

University and School agree that each shall comply with all applicable requirements of Municipal, County, State and Federal authorities, all applicable Municipal and County ordinances and regulations, and all applicable State and Federal statutes and regulations now or hereafter in force and effect to the extent that they directly or indirectly bear upon the subject matters of this Agreement. These include, without limitation the applicable requirements under any State fair employment practices or similar laws declaring discrimination in employment based upon race, color, creed, religion, sex, sexual preference or

national origin as illegal and, if applicable, Title VII of the Civil Rights Act of 1964 or any applicable rule or regulation promulgated pursuant to any such laws herein above described.

8. INSURANCE

8.1 University. The University is a public higher education institution in the State of New Jersey. As such, this Agreement hereby expressly incorporates the following Statement of Public Liability Insurance: Any agreement or arrangement signed and entered into on behalf of the State of New Jersey by a State official or employee shall be subject to the provisions of the New Jersey Tort Claims Act, N. J. S. A. 59:1-1 et seq. and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligations of the State to be responsible for tort claims against its employees are covered under the terms and conditions of the New Jersey Claims Act. The Act also creates a special fund and provides for payment of claims against the State of New Jersey or against its employees whom the State is obligated to indemnify against tort claims which arise out of the performance of their duties. Claims against the State of New Jersey or its employees arising out of the use of the School's premises should be referred for handling to the Attorney General, Division of Law, Tort Litigation Section, Richard J. Hughes Justice Complex, Trenton, New Jersey 08625. Furthermore, the State of New Jersey self funds for Workers Compensation and Disability.

8.2 University Students. All students are required to be covered by professional liability insurance in the amount of $2,000,000 per occurrence and $4,000,000 aggregate limits. In cases where students are required to provide their own insurance coverage, each student shall be required to present evidence of insurance coverage prior to the start of each semester. In the alternative, the University may provide such insurance for the students. Upon request, the University shall provide the School with documentation of such insurance coverage.

8.3 School. The School will provide general liability coverage for itself, its employees, agents and officers, with minimum limits of coverage of $2,000,000 per occurrence and $4,000,000 in the aggregate. Upon request, the School shall provide the University with documentation of such insurance coverage

9. INDEPENDENT CONTRACTOR

Both School and University are independent contractors. It is not expressly or by implication intended, that an employer/employee, joint venture, or partnership agreement be established between the School and University. Rather, in discharging all duties and obligations hereunder, School shall at all times be in, and remain, an independent contractor relationship with University.

Neither School nor University is authorized or permitted to act as an agent or employee of the other. Nothing in this Agreement shall in any way alter the freedom enjoyed by either School or University, nor shall it in any way alter the control of the management, operation, and affairs of either School or University, it being the intent of this Agreement that School and University shall maintain separate and

independent management, and each has full, unrestricted authority and responsibility regarding its organization and structure.

Neither party, by virtue of this Agreement, assumes any liability for any debts or obligations of either a financial or legal nature incurred by the other party to this Agreement.

10. CONFIDENTIALITY

Both University and the School shall at all times comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), standards of The Joint Commission (TJC) and medical records policies and guidelines established and approved by School, which shall be made available to the University's students.

11. NO DISCRIMINATION

The University and School mutually agree that no student shall be discriminated against on the basis of race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, for the purpose of this Agreement.

12. NO WAIVER

The waiver or failure of either party to exercise any right provided for herein shall not be deemed a waiver of any further right hereunder.

13. ENTIRE AGREEMENT

This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties with respect to the services of the School or University, and this Agreement contains all the covenants and agreements between the parties with respect to this clinical affiliation agreement. The Parties agree that no oral representations or written representations, other than contained herein, were relied on by the parties, or form additional terms of this Agreement.

14. MODIFICATION

The Parties may from time to time request changes to the terms in this Agreement. Such changes shall be valid only if incorporated as a written amendment to this Agreement and executed by the authorized representatives of the Parties.

15. ASSIGNMENT

The duties and obligations of each of the parties hereto shall be deemed personal and unique. This Agreement and the duties and obligations of the parties hereunder shall not be assigned to any other person, firm or corporation without the prior written consent of the other party.

16. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, including without limitation, the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. The Parties agree that pursuant to the New Jersey Contractual Liability Act, venue and jurisdiction regarding any matter pertaining to this Agreement shall be in the Superior Court of New Jersey, Law Division, and consent to same.

17. NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

To the School:
Bensalem High School
4319 Hulmeville Rd
Bensalem, PA 19020

To the University:
Dr. Raymond DiVirgilio
Degree Program in Athletic Training
Kean University
1000 Morris Avenue
New Jersey, 07083

IN WITNESS WHEREOF this Agreement is executed by the duly authorized officers of the Parties.

KEAN UNIVERSITY

_____

Dr. Keith Bostian Date
Interim Dean, College of Health Professions and Human Services

BENSALEM HIGH SCHOOL

_____

NAME Date
TITLE

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 9/2/26 **Proposed New Club Name:** Smart Starts

Name of Advisor Running the Club (Print): Mr. Stoll

Signature of Club Advisor: [signature]

Name of Student Leaders: Shir Assulin, Ishaan

Purpose and Description of the Proposed New Club: To empower middle school students with real world financial literacy. Through hands-on lessons on budgeting, saving, and responsible spending, we help students build confident money habits early, setting them up for a financially secure future.

Months/Season the Club Will Run: Oct - Feb

Meeting/Practice Days Club will be in session: once a month

Will There Be Fundraising for the Club? YES [X] or NO [ ]

Will There Be Trips Planned for the Club? YES [ ] or NO [X]

Please provide an explanation for the Fundraising and/or the Trip: _____

Is District Transportation Required/Needed? YES [ ] or NO [X]

Please provide details on the need for District transportation: _____

Date Submitted to School Office: 9/16/26 **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 9/8/2026 **Proposed New Club Name:** Bensalem Cricket Club

Name of Advisor Running the Club (Print): Jamie Rosenburg Kathryn Tevebs

Signature of Club Advisor: Jamie Rosenburg

Name of Student Leaders: President:- Shreeren Patel, Vice-President:- Kavya Pa

Purpose and Description of the Proposed New Club: To bring people together to play cricket, have fun, stay active, and build friendships. Cricket club is a friendly group for people who love cricket and want to play, learn, and enjoy the game together.

Months/Season the Club Will Run: September to April

Meeting/Practice Days Club will be in session: Once or twice a week, Tuesday, Thursday, or Friday.

Will There Be Fundraising for the Club? YES [✓] or NO [ ]

Will There Be Trips Planned for the Club? YES [ ] or NO [X]

Please provide an explanation for the Fundraising and/or the Trip: We are going to do Fundraising Once/twice a month on our cost, and for the club only.

Is District Transportation Required/Needed? YES [ ] or NO [X]

Please provide details on the need for District transportation: N/A

Date Submitted to School Office: 9/16/26 **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

RECEIVED
OCT 0 7 2026
LEARNING

NEW CLUB APPLICATION FORM

Today's Date: 9/21 **Proposed New Club Name:** Physics Olympians

Name of Advisor Running the Club (Print): Robert Blaszczyk

Signature of Club Advisor: [signature]

Name of Student Leaders: Dale Jacobe Rays; Ishaan Patel

Purpose and Description of the Proposed New Club: To help students develop advanced physics problem-solving skills by preperation for olympiads like the F=ma & Quiz Bowl Olympiads. The club will recieve assistance on the instruction of these topics from the physics department at BCCC, specifically Dr. Aaron Burger.

Months/Season the Club Will Run: October - May

Meeting/Practice Days Club will be in session: Tuesdays

Will There Be Fundraising for the Club? YES ☑ or NO ☐

Will There Be Trips Planned for the Club? YES ☐ or NO ☑

Please provide an explanation for the Fundraising and/or the Trip: We will need fundraising to alleviate the cost for olympiad & exam registration.

Is District Transportation Required/Needed? YES ☐ or NO ☑

Please provide details on the need for District transportation: NA (Not Applicable)

Date Submitted to School Office: 9/12 **Date Submitted to the Board:**

APPROVED OR **DENIED**

Comments:

9-12 Grading Framework
Effective 2021-22 School Year, updated 2025~~5~~6

All 9–12 teachers will follow this grading framework with the understanding that modifications and accommodations will be made for students who possess an IEP or 504 service agreement.

Marking Period Grade Category Framework (Assessment & Learning Activity)

ASSESSMENT - 80% of Marking Period Grade

- Assignments that fall into this category will have any point value with a maximum of 100 points.
- There will be a minimum of (6) six “Assessments” that fall into this category during a marking period.
- Weighting determined by point value of assignment. All assignments should be whole numbers within 1-100 (for Assessments)

  Examples of items included in this category:
  - Summative Assessments
  - Major Assessments and/or Major Projects
    - Eligible content needs to be assessed through major assessments and/or projects.
    - Project Based Assessments and/or Performance Tasks and/or Skill Demonstration may be administered/assessed in courses where pencil/paper assessments are not always feasible.
  - Minor Assessments and/or Minor Projects
    - Minor Assessments can include projects, labs, quizzes, performance tasks, and/or demonstration of a skill.
    - Examples include mini-quizzes and/or labs, and/or other mini-assessments should be administered during the course of a marking period. Mini assessments can be project based, skill based, performance tasks, demonstration of a skill, or alternate forms of assessment.

LEARNING ACTIVITY - 20% of Marking Period Grade

- Assignments that fall into this category will have any point value with a maximum of 25 points.
- There will be a minimum of (4) four “learning activities” that fall into this category during a marking period.
- Weighting determined by point value of assignment. All assignments should be whole numbers within 1-25 (for Learning Activities).

Examples of items included in this category:
- Classwork
- Homework (Grades 3-12)
- Independent Work
- Group Work

OVERALL GRADE CALCULATION FOR THE YEAR

MARKING PERIOD 1	22.5%
MARKING PERIOD 2	22.5%
MARKING PERIOD 3	22.5%
MARKING PERIOD 4	22.5%
FINAL EXAM	10%

Final Course Grade = (Average of MP grades × 0.90) + (Final Exam Score × 0.10)*
Each marking period grade is calculated as 80% assessments and 20% learning activities. The final course grade is then determined by combining the average of the marking period grades (90%) with a final exam or culminating project (10%).

Final Assessments/Exams - 10% of Course Grade

Final assessments are comprehensive assessments given at the end of a course to measure students' overall understanding of key concepts and skills. They serve as a culminating evaluation of learning and help determine readiness for the next course level. The final exam or culminating project will count for 10% of the overall course grade.
~~Please note that there is no grading floor (45%) for the final exam or project, and students' final grades will reflect the actual score they earn.~~
Students who make a good-faith effort to complete the final exam or project will receive a minimum score of 50%. Students who do not make a good-faith effort will receive the actual score earned.

Final Exam Exemptions:
Students who earn a 93% cumulative average or higher by the end of the fourth marking period will be exempt from the final exam; however, they may choose to take it if they wish.
Students enrolled in an AP course and registered for the corresponding AP Exam through the College Board are exempt from the assessment; however, they may choose to take it if they wish.
**If a student is exempt from the Final Exam, the final course grade will be calculated as the average of the four marking periods.*

Mark/Grading Policy:
Please note – no A+ in the grading table.

Alpha Grade	Low Number	High Number	Quality Points
A	93.00	100	4.0
A-	90.00	92.99	3.7
B+	87.00	89.99	3.3
B	83.00	86.99	3.0
B-	80.00	82.99	2.7
C+	77.00	79.99	2.3
C	73.00	76.99	2.0
C-	70.00	72.99	1.7
D+	67.00	69.99	1.3
D	63.00	66.99	1.0
D-	60.00	62.99	0.7
F	45.00	59.99	0.0
F**	0.00	59.99	0.0

**4th Quarter grade has no floor-students will earn the true numeric score.

Honor Roll (Middle):
There are three types of honors that students can achieve each marking period. Honor rolls are determined independently each marking period and use **unweighted GPAs** since students are not competing against each other to achieve an honor roll distinction.

Principal's Honor Roll requires a 4.0 minimum unweighted GPA for the marking period and student grades must be in the A range.
Distinguished Honor Roll requires a minimum of a 3.51 unweighted GPA for the marking period and student grades must be in the B- to A range.
Honor Roll requires a minimum of 3.0 unweighted GPA for the marking period and student grades must be in the C to A range.

AP Courses
Students who score a 4 or higher on an AP Exam will have their final grade for that associated course changed to an 'A' (excluding 12th grade students due to the timing of the released AP Exam scores).

Grades are subject to the discretion of the administration.

This framework was adopted in the 2021-2022 School Year, updated August 2025~~5~~6.

9-12 Grading Framework
Effective 2021-22 School Year, updated 20256

All 9–12 teachers will follow this grading framework with the understanding that modifications and accommodations will be made for students who possess an IEP or 504 service agreement.

Marking Period Grade Category Framework (Assessment & Learning Activity)

ASSESSMENT - 80% of Marking Period Grade

- Assignments that fall into this category will have any point value with a maximum of 100 points.
- There will be a minimum of (6) six “Assessments” that fall into this category during a marking period.
- Weighting determined by point value of assignment. All assignments should be whole numbers within 1-100 (for Assessments)

  Examples of items included in this category:
  - Summative Assessments
  - Major Assessments and/or Major Projects
    - Eligible content needs to be assessed through major assessments and/or projects.
    - Project Based Assessments and/or Performance Tasks and/or Skill Demonstration may be administered/assessed in courses where pencil/paper assessments are not always feasible.
  - Minor Assessments and/or Minor Projects
    - Minor Assessments can include projects, labs, quizzes, performance tasks, and/or demonstration of a skill.
    - Examples include mini-quizzes and/or labs, and/or other mini-assessments should be administered during the course of a marking period. Mini assessments can be project based, skill based, performance tasks, demonstration of a skill, or alternate forms of assessment.

LEARNING ACTIVITY - 20% of Marking Period Grade

- Assignments that fall into this category will have any point value with a maximum of 25 points.
- There will be a minimum of (4) four “learning activities” that fall into this category during a marking period.
- Weighting determined by point value of assignment. All assignments should be whole numbers within 1-25 (for Learning Activities).

Examples of items included in this category:
- Classwork
- Homework (Grades 3-12)
- Independent Work
- Group Work

OVERALL GRADE CALCULATION FOR THE YEAR

MARKING PERIOD 1	22.5%
MARKING PERIOD 2	22.5%
MARKING PERIOD 3	22.5%
MARKING PERIOD 4	22.5%
FINAL EXAM	10%

Final Course Grade = (Average of MP grades × 0.90) + (Final Exam Score × 0.10)*
Each marking period grade is calculated as 80% assessments and 20% learning activities. The final course grade is then determined by combining the average of the marking period grades (90%) with a final exam or culminating project (10%).

Final Assessments/Exams - 10% of Course Grade

Final assessments are comprehensive assessments given at the end of a course to measure students' overall understanding of key concepts and skills. They serve as a culminating evaluation of learning and help determine readiness for the next course level. The final exam or culminating project will count for 10% of the overall course grade.

Final exam/project grades will have a floor of 45% for any students who take and complete the final exam or project. Students who do not sit for and/or do not complete the final exam or project will earn their true numeric score.

Final Exam Exemptions:
Students who earn a 90% cumulative average or higher by the end of the fourth marking period will be exempt from the final exam; however, they may choose to take it if they wish.

Students enrolled in an AP course who registered and completed the corresponding AP exam through College Board are exempt from the final assessment/project; however, they may choose to take it if they wish.

Those students enrolled in a Keystone-trigger course who sit for and complete the Keystone exam in its entirety are exempt from the final assessment/project; however, they may choose to take it if they wish.

**If a student is exempt from the Final Exam, the final course grade will be calculated as the average of the four marking periods.*

Mark/Grading Policy:
Please note – no A+ in the grading table.

Alpha Grade	Low Number	High Number	Quality Points
A	93.00	100	4.0
A-	90.00	92.99	3.7
B+	87.00	89.99	3.3
B	83.00	86.99	3.0
B-	80.00	82.99	2.7
C+	77.00	79.99	2.3
C	73.00	76.99	2.0
C-	70.00	72.99	1.7
D+	67.00	69.99	1.3
D	63.00	66.99	1.0
D-	60.00	62.99	0.7
F	45.00	59.99	0.0
F**	0.00	59.99	0.0

**4th Quarter grade has no floor-students will earn the true numeric score.

Honor Roll ~~(Middle)~~:
There are three types of honors that students can achieve each marking period. Honor rolls are determined independently each marking period and use **unweighted GPAs** since students are not competing against each other to achieve an honor roll distinction.

Principal's Honor Roll requires a 4.0 minimum unweighted GPA for the marking period and student grades must be in the A range.
Distinguished Honor Roll requires a minimum of a 3.51 unweighted GPA for the marking period and student grades must be in the B- to A range.
Honor Roll requires a minimum of 3.0 unweighted GPA for the marking period and student grades must be in the C to A range.

AP Courses
Students who score a 4 or higher on an AP Exam will have their final grade for that associated course changed to an 'A' (excluding 12th grade students due to the timing of the released AP Exam scores).

Grades are subject to the discretion of the administration.

This framework was adopted in the 2021-2022 School Year, updated ~~August~~ October 2025~~5~~6.

2026 BHS COLLEGE FAIR

FRIDAY, OCTOBER 16

4TH, 5TH, 6TH, AND 7TH PERIOD LUNCHES

COLLEGES & UNIVERSITIES

- Arcadia University
- Binghamton University
- Bryn Athyn College of the New Church
- Bucks County Community College
- Cedar Crest College
- Chestnut Hill College
- Commonwealth University – Bloomsburg, Lock Haven, and Mansfield
- Delaware Valley University
- DeSales University
- Drexel University
- East Stroudsburg University of Pennsylvania
- Eastern University
- Elizabethtown College
- Elmira College
- Georgian Court University
- Gwynedd Mercy University
- Harcum College
- Holy Family University
- Immaculata University
- King's College
- Kutztown University of Pennsylvania
- La Salle University
- Lebanon Valley College
- Lycoming College
- Manor College
- Marywood University
- Millersville University of Pennsylvania
- Misericordia University
- Montclair State University
- Moore College of Art & Design
- Moravian University
- Mount Saint Mary College
- Neumann University
- Penn State University Park
- Rider University
- Rutgers University – New Brunswick
- Saint Joseph's University
- Seton Hall University
- Springfield College
- Stockton University
- Stony Brook University, State University of New York
- The College of New Jersey
- University at Albany, State University of New York
- University of Pittsburgh at Bradford
- University of Scranton
- Ursinus College
- Valley Forge Military College
- Villanova University
- West Chester University of Pennsylvania
- Widener University
- Wilkes University
- York College of Pennsylvania

OTHER POST-GRADUATE PROGRAMS ATTENDING

TRADE & TECHNICAL SCHOOLS

- Lincoln Technical Institute – Philadelphia
- Pennco Tech – Bristol
- Universal Technical Institute

MILITARY & SERVICE ACADEMIES

- Biddle Air National Guard Base
- United States Coast Guard Academy
- United States Naval Academy
- U.S. Army
- U.S. Coast Guard
- U.S. Marine Corps

HOME OF THE BENSALEM OWLS

BHS COLLEGE VISITS

2026–2027 School Year | North Wing Audion

SEPTEMBER 2026 | Completed Visits

Massachusetts Institute of Technology (MIT) Cambridge, MA	Mon., Sept. 14 • 2:15 PM (after school)
University of Scranton Scranton, PA	Tues., Sept. 15 • 5th Period
Boston University Boston, MA	Wed., Sept. 16 • 1st Period
Monmouth University West Long Branch, NJ	Wed., Sept. 23 • 1st Period
West Chester University West Chester, PA	Tues., Sept. 29 • 6th Period

OCTOBER 2026 | College Visits

Millersville University Millersville, PA	Tues., Oct. 6 • 6th Period
Northeastern University Boston, MA	Thurs., Oct. 15 • 8th Period
New York University (NYU) New York, NY	Tues., Oct. 20 • 6th Period
Lafayette College Easton, PA	Wed., Oct. 21 • 2nd Period
Kutztown University Kutztown, PA	Thurs., Oct. 22 • 7th Period
Saint Joseph’s University Philadelphia, PA	Tues., Oct. 27 • 4th Period
Penn State University University Park, PA	Thurs., Oct. 29 • 7th Period

NOVEMBER 2026 | Upcoming Visits

Temple University	Tues., Nov. 3 • 10:10 AM
Cedar Crest College	Wed., Nov. 4 • 9:15 AM
Alvernia University	Fri., Nov. 6 • Time to be confirmed
Lincoln Technical Institute	Tues., Nov. 10 • 10:10 AM
Pennco Tech	Tues., Nov. 17 • 10:10 AM
Ursinus College	Wed., Nov. 18 • 9:15 AM
La Salle University	Thurs., Nov. 19 • 12:40 PM
Holy Family University	Mon., Nov. 23 • 11:45 AM

DECEMBER 2026 | Upcoming Visits

East Stroudsburg University	Tues., Dec. 1 • 11:00 AM
Jean Madeline Education Center	Thurs., Dec. 10 • 12:40 PM
University of Hartford	Wed., Dec. 23 • 7:30 AM

Students must register in advance and obtain teacher permission to attend. See Schoology for registration information.

Bensalem Township School District
Field Trip Preliminary Approval Form

RECEIVED
SEP 15 2026
TEACHING & LEARNING

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Belmont Hills	**Today's Date:** 9/1/26
Requesting Staff Member: Megan Leslie	**Classrooms/Grades Attending:** Elementary Robotics
Title of Activity: Elementary Robotics	**Brochure/Itinerary Attached:** ☒ yes ☐ no

Destination (complete address): Croydon Woods Nature Preserve 1900 Summit Ave Croydon PA

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):
3.6.5.1 Analyze traits inherited or influenced by environment
4.4.5.1/PS4-2 Make observations to construct evidence based account

Class Preparation for Trip: Researching BIOGLOW real world problems
Class Follow Up of Field Trip: Solve real world problem and make presentation

Departure Date:	**Return Date:**	**Transportation Mode:**
10/14/26	10/14/26	District Bus 4 Charter Bus 0 # of Buses 0

Student Chaperone Ratio:	**Number of Chaperones Attending:** (Attach List of Chaperone Names)
10:1	# of District Staff 15 # of Non-District Staff 0

Nurse Needed: Yes___ No X **Nurse Signature**_____

Trip to be financed through:
_____Student Payments _____ PTG _____ Fundraiser ___X___ Other Bensalem Junior Robotic funds

Food needed: _____ Yes X No If yes, how will it be provided? (Must notify school cafeteria)

Housing needed: _____ Yes X No If yes, what type and where:

Cost of transportation for trip (per student): 0 Cost of Admission (per student): 0
Cost of meals (per student): 0 Other expense (specify/nursing cost)
_____ 0
Total Cost Per Student: $_____
Cost for substitute teacher ($130/per sub) 0 Cost for nurse ($60 per hour) 0

Principal Approval: [signature] **Date:** 9/11/26
Superintendent/Designee Approval: [signature] **Date:** 9/15/2026
Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher:	**School and grade:** Elementary Robotics
Date and times of trip: 10/14 5:30pm - 8:15pm	
Departure Date: 10/14/26	**Return Date:** 10/14/26
Departure Time: 5:30pm	**Return Time:** 8:15pm
Description of Activities: Group welcome - Glow hike - Outdoor classroom with nighttime experiments	
Number of students attending: 166	
Number of certified district teachers attending: 15	
Number of non-certified district staff attending: 080	
Number of parent chaperones attending: 0	
Transportation provided by: Bensalem school district	
Food/drinks/snacks provided by: Ø	
Where they will eat: Ø	
Housing: Ø	
Students "what to bring" list: Sneakers Clothes they don't mind getting dirty	
Appropriate dress: ↙	
Potential hazards: Hiking	
Emergency Medical Plan (if applicable): FIRST AID KIT	
Special needs for students or adults on trip: N/A	If any - invite parent to attend to assist student

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SEP 14 2026
TEACHING & L... ING

Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Rush	**Today's Date:** 9/1/26
Requesting Staff Member: Megan Leslie	**Classrooms/Grades Attending:** Elementary Robotics
Title of Activity: Elementary Robotics	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address): Croydon Woods Nature Preserve 1900 Summit Ave Croydon PA

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): 3.6.5.1 Analyze traits inherited or influenced by environment
4.4.5.1/PS4.2 Make observations to construct evidence based account

Class Preparation for Trip: Researching BioGlow real world problems
Class Follow Up of Field Trip: Solve real world problem and make presentati

Departure Date:	**Return Date:**	**Transportation Mode:**
10/14/26	10/14/26	District Bus 4 Charter Bus 0 # of Buses 0

Student Chaperone Ratio:	**Number of Chaperones Attending:** (Attach List of Chaperone Names)
10:1	# of District Staff 15 # of Non-District Staff 0

Nurse Needed: Yes___ No X Nurse Signature_____

Trip to be financed through:
_____Student Payments _____ PTG _____ Fundraiser ___X___ Other Bensalem Junior Robotic funds

Food needed: _____ Yes ___X___ No If yes, how will it be provided? (Must notify school cafeteria)

Housing needed: _____ Yes ___X___ No If yes, what type and where:

Cost of transportation for trip (per student): ___0___ Cost of Admission (per student): ___0___
Cost of meals (per student): ___0___ Other expense (specify/nursing cost)
_____ 0

Total Cost Per Student: $_____

Cost for substitute teacher ($130 per sub) 0 Cost for nurse ($60 per hour) 0

Principal Approval: [signature] **Date:** 9/9/26

Superintendent/Designee Approval: [signature] **Date:** 9/14/2026

Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Megan Leslie	**School and grade:** Rush Elementary Robotics
Date and times of trip: 10/14 5:30pm - 8:15pm	
Departure Date: 10/14/26	**Return Date:** 10/14/26
Departure Time: 5:30pm	**Return Time:** 8:15pm
Description of Activities: Group welcome - Glow hike - Outdoor classroom with nighttime experiments	
Number of students attending: 166	
Number of certified district teachers attending: 15	
Number of non-certified district staff attending: 080	
Number of parent chaperones attending: 0	
Transportation provided by: Bensalem school district	
Food/drinks/snacks provided by: ∅	
Where they will eat: ∅	
Housing: ∅	
Students "what to bring" list: Sneakers Clothes they don't mind getting dirty	
Appropriate dress: ↙	
Potential hazards: Hiking	
Emergency Medical Plan (if applicable): FIRST AID KIT	
Special needs for students or adults on trip: N/A If any - invite parent to attend to assist student	

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Struble	**Today's Date:** 9/1/26
Requesting Staff Member: Megan Leslie	**Classrooms/Grades Attending:** Elementary Robotics
Title of Activity: Elementary Robotics	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address): Croydon Woods Nature Preserve 1900 Summit Ave Croydon PA

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): 3.6.5.1 Analyze traits inherited or influenced by environment
4.4.5.1/PS4-2 Make observations to construct evidence based account

Class Preparation for Trip: Researching BioGlow real world problems
Class Follow Up of Field Trip: Solve real world problem and make presentation

Departure Date:	Return Date:	Transportation Mode:
10/14/26	10/14/26	District Bus 4 Charter Bus 0 # of Buses 0

Student Chaperone Ratio:	Number of Chaperones Attending: (Attach List of Chaperone Names)
10:1	# of District Staff 15 # of Non-District Staff 0

Nurse Needed: Yes___ No X **Nurse Signature**_____

Trip to be financed through:
_____Student Payments _____ PTG _____ Fundraiser ___X___ Other Bensalem Junior Robotic funds

Food needed: _____ Yes X No If yes, how will it be provided? (Must notify school cafeteria)

Housing needed: _____ Yes X No If yes, what type and where:

Cost of transportation for trip (per student): 0 Cost of Admission (per student): 0
Cost of meals (per student): 0 Other expense (specify/nursing cost)
_____ 0
Total Cost Per Student: $_____
Cost for substitute teacher ($130 per sub) 0 Cost for nurse ($60 per hour) 0

Principal Approval: _____ **Date:** 9/1/26

Superintendent/Designee Approval: _____ **Date:** 9/9/2026

Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher:	**School and grade:** Elementary Robotics
Date and times of trip: 10/14 5:30pm - 8:15pm	
Departure Date: 10/14/26	**Return Date:** 10/14/26
Departure Time: 5:30pm	**Return Time:** 8:15pm
Description of Activities: Group welcome - Glow hike - Outdoor classroom with nighttime experiments	
Number of students attending: 166	
Number of certified district teachers attending: 15	
Number of non-certified district staff attending: ~~8~~ 0	
Number of parent chaperones attending: 0	
Transportation provided by: Bensalem school district	
Food/drinks/snacks provided by: Ø	
Where they will eat: Ø	
Housing: Ø	
Students "what to bring" list: Sneakers Clothes they don't mind getting dirty	
Appropriate dress: ↙	
Potential hazards: Hiking	
Emergency Medical Plan (if applicable): FIRST AID KIT	
Special needs for students or adults on trip: N/A	If any - invite parent to attend to assist student

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☑ *A preliminary list of students attending* ☑ *Fundraising plan if used*

☑ *A preliminary list of staff attending* ☑ *A preliminary list of chaperones, if known*

School: Valley	**Today's Date:** 9/1/26
Requesting Staff Member: Megan Leslie	**Classrooms/Grades Attending:** Elementary Robotics
Title of Activity: Elementary Robotics	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address): Croydon Woods Nature Preserve 1900 Summit Ave Croydon PA

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):
3.6.5.1 Analyze traits inherited or influenced by environment
4.4.5.1/PS4-2 Make observations to construct evidence based account

Class Preparation for Trip: Researching BioGlow real world problems

Class Follow Up of Field Trip: Solve real world problem and make presentation

Departure Date:	**Return Date:**	**Transportation Mode:**
10/14/26	10/14/26	District Bus 4 Charter Bus 0 # of Buses 0

Student Chaperone Ratio:	**Number of Chaperones Attending:** (Attach List of Chaperone Names)
10:1	# of District Staff 15 # of Non-District Staff 0

Nurse Needed: Yes___ No X Nurse Signature_____

Trip to be financed through:
_____Student Payments _____ PTG _____ Fundraiser ___X___ Other Bensalem Junior Robotic funds

Food needed: _____ Yes ___X___ No If yes, how will it be provided? (Must notify school cafeteria)

Housing needed: _____ Yes ___X___ No If yes, what type and where:

Cost of transportation for trip (per student): ___0___ Cost of Admission (per student): ___0___
Cost of meals (per student): ___0___ Other expense (specify/nursing cost)
_____ 0

Total Cost Per Student: $_____

Cost for substitute teacher ($130 per sub) ___0___ Cost for nurse ($60 per hour) ___0___

Principal Approval: _____ **Date:** 9/10/26

Superintendent/Designee Approval: _____ **Date:** 9/17/2026

Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Shannon Close	**School and grade:** Elementary Robotics
Date and times of trip: 10/14 5:30pm - 8:15pm	
Departure Date: 10/14/26	**Return Date:** 10/14/26
Departure Time: 5:30pm	**Return Time:** 8:15pm
Description of Activities: Group welcome - Glow hike - Outdoor classroom with nighttime experiments	
Number of students attending: 166	
Number of certified district teachers attending: 15	
Number of non-certified district staff attending: ~~0~~ 80	
Number of parent chaperones attending: 0	
Transportation provided by: Bensalem school district	
Food/drinks/snacks provided by: Ø	
Where they will eat: Ø	
Housing: Ø	
Students "what to bring" list: Sneakers Clothes they don't mind getting dirty	
Appropriate dress: ↙	
Potential hazards: Hiking	
Emergency Medical Plan (if applicable): FIRST AID KIT	
Special needs for students or adults on trip: N/A	If any - invite parent to attend to assist student

Bensalem Township School District
Field Trip Preliminary Approval Form

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In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Belmont

Today's Date: ~~8/31/26~~ 9/10/26

Requesting Staff Member: Cara Cirillo

Classrooms/Grades Attending: SIP 4th and 5th grade

Title of Activity: Edeleman Fossil Park

Brochure/Itinerary Attached: ☒ yes ☐ no

Destination (complete address): 66 Million Mosasaur Way Sewell NJ

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): Standard S8.D.1.1.4 (Fossils and Evidence): Directly covers the core requirement to "Explain how fossils provide evidence about plants and animals that once lived throughout Pennsylvania's history" and how they indicate changes in past environments. CC.1.2 (Reading Informational Text): Students practice gathering evidence, making logical connections between scientific ideas, and interpreting structural data from museum galleries.

Class Preparation for Trip: Students are studying archaeology and fossils in their SIP class.

Class Follow Up of Field Trip: Follow up will be examining their fossils at school and creating their own fossil digs

Departure Date:	**Return Date:**	**Transportation Mode:**
10/23	10/23	**District Bus** 1 / 0 **Charter Bus** _____ **# of Buses** 0

Student Chaperone Ratio:	**Number of Chaperones Attending:** (Attach List of Chaperone Names)
52:9	**# of District Staff** 4 **# of Non-District Staff** 5

Nurse Needed: Yes___ No_X_ **Nurse Signature** _____

Trip to be financed through:

X_____**Student Payments** _____ **PTG** _____ **Fundraiser** _____ **Other**

Food needed: X Yes _____ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: _____ Yes X No If yes, what type and where:

Cost of transportation for trip (per student): $7 Cost of Admission (per student): 23

Cost of meals (per student): _____ Other expense (specify/nursing cost)

Total Cost Per Student: $30

Cost for substitute teacher ($130 per sub) _____ Cost for nurse ($60 per hour) _____

Principal Approval: [signature] **Date:** 9/11/26

Superintendent/Designee Approval: [signature] **Date:** 9/15/2026

Board Action: ☐ Approved ☐ Denied Date

10/18/2023

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: SIP Team M.Leslie, C.Cirillo, M.Moran	**School and grade:** ALL SIP Grades 4+5
Date and times of trip: October 23, 2026 9:15am- 1:30pm	
Departure Date: 10/23/26	**Return Date:** 10/23/26
Departure Time: 9:15am	**Return Time:** 1:30pm

Description of Activities:
Students will explore the Edeleman Fossil park. They will dig for real fossils and examine their finds with a scientist.

Number of students attending:
52

Number of certified district teachers attending:
4

Number of non-certified district staff attending:
0

Number of parent chaperones attending:
5

Transportation provided by:
Bensalem Township School District

Food/drinks/snacks provided by:
No

Where they will eat:
Cafeteria inside the muesum

Housing:
None

Students "what to bring" list:
Lunch

Appropriate dress:
Sneakers and school shirt

Potential hazards:
none

Emergency Medical Plan (if applicable):
none

Special needs for students or adults on trip:
One Student with a one on one

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SEP 16 2026
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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Cornwells

Today's Date: ~~8/31/26~~ 9/8/26

Requesting Staff Member: Cara Cirillo

Classrooms/Grades Attending: SIP 4th and 5th grade

Title of Activity: Edeleman Fossil Park

Brochure/Itinerary Attached: ☐ yes ☐ no

Destination (complete address): 66 Million Mosasaur Way Sewell NJ

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): Standard S8.D.1.1.4 (Fossils and Evidence): Directly covers the core requirement to "Explain how fossils provide evidence about plants and animals that once lived throughout Pennsylvania's history" and how they indicate changes in past environments. CC.1.2 (Reading Informational Text): Students practice gathering evidence, making logical connections between scientific ideas, and interpreting structural data from museum galleries.

Class Preparation for Trip: Students are studying archaeology and fossils in their SIP class.

Class Follow Up of Field Trip: Follow up will be examining their fossils at school and creating their own fossil digs

Departure Date: 10/23

Return Date: 10/23

Transportation Mode:
District Bus 1
Charter Bus 0
# of Buses 0

Student Chaperone Ratio: 52:9

Number of Chaperones Attending: (Attach List of Chaperone Names)
# of District Staff 4
# of Non-District Staff 5

Nurse Needed: Yes___ No_X_ **Nurse Signature**_____

Trip to be financed through:
X Student Payments _____ PTG _____ Fundraiser _____ Other

Food needed: X Yes _____ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: _____ Yes X No If yes, what type and where:

Cost of transportation for trip (per student): $7 Cost of Admission (per student): 23
Cost of meals (per student):_____ Other expense (specify/nursing cost)

Total Cost Per Student: $30

Cost for substitute teacher ($130 per sub)_____ Cost for nurse ($60 per hour)_____

Principal Approval: _____ **Date:** 9/17/26

Superintendent/Designee Approval: _____ **Date:** 9/16/2026

Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: SIP M. Leslie, C. Cirillo, M. Moran Team	**School and grade:** ALL SIP Grades 4 + 5
Date and times of trip: October 23, 2026 9:15am- 1:30pm	
Departure Date: 10/23/26	**Return Date:** 10/23/26
Departure Time: 9:15am	**Return Time:** 1:30pm

Description of Activities:
Students will explore the Edeleman Fossil park. They will dig for real fossils and examine their finds with a scientist.

Number of students attending:
52

Number of certified district teachers attending:
4

Number of non-certified district staff attending:
0

Number of parent chaperones attending:
5

Transportation provided by:
Bensalem Township School District

Food/drinks/snacks provided by:
No

Where they will eat:
Cafeteria inside the muesum

Housing:
None

Students "what to bring" list:
Lunch

Appropriate dress:
Sneakers and school shirt

Potential hazards:
none

Emergency Medical Plan (if applicable):
none

Special needs for students or adults on trip:
One Student with a one on one

Bensalem Township School District
Field Trip Preliminary Approval Form

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In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Finst	**Today's Date:** 8/31/26
Requesting Staff Member: Margaret Moran	**Classrooms/Grades Attending:** SIP 4th and 5th grade
Title of Activity: Edeleman Fossil Park	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address): 66 Million Mosasaur Way Sewell NJ

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): Standard S8.D.1.1.4 (Fossils and Evidence): Directly covers the core requirement to "Explain how fossils provide evidence about plants and animals that once lived throughout Pennsylvania's history" and how they indicate changes in past environments. CC.1.2 (Reading Informational Text): Students practice gathering evidence, making logical connections between scientific ideas, and interpreting structural data from museum galleries.

Class Preparation for Trip: Students are studying archaeology and fossils in their SIP class
Class Follow Up of Field Trip: Follow up will be examining their fossils at school and creating their own fossil digs

Departure Date: 10/23	**Return Date:** 10/23	**Transportation Mode:** District Bus 10 Charter Bus ____ # of Buses 0
Student Chaperone Ratio: 52:9	**Number of Chaperones Attending: (Attach List of Chaperone Names)** # of District Staff 4 # of Non-District Staff 5	

Nurse Needed: Yes___ No_X_ **Nurse Signature** _____

Trip to be financed through:
X **Student Payments** _____ **PTG** _____ **Fundraiser** _____ **Other**

Food needed: X Yes _____ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: _____ Yes X No If yes, what type and where:

Cost of transportation for trip (per student): $7 Cost of Admission (per student): 23
Cost of meals (per student): _____ Other expense (specify/nursing cost)
_____

Total Cost Per Student: $30

Cost for substitute teacher ($130 per sub) _____ Cost for nurse ($60 per hour) _____

Principal Approval: [signature] **Date:** 9/10/26

Superintendent/Designee Approval: [signature] **Date:** 9/17/2026

Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher:	School and grade:
Margaret Moran	Faust 4th & 5th SIP

Date and times of trip:
October 23, 2026 9:15am- 1:30pm

Departure Date:	Return Date:
10/23/26	10/23/26
Departure Time:	**Return Time:**
9:15am	1:30pm

Description of Activities:
Students will explore the Edeleman Fossil park. They will dig for real fossils and examine their finds with a scientist.

Number of students attending:
52

Number of certified district teachers attending:
4

Number of non-certified district staff attending:
0

Number of parent chaperones attending:
5

Transportation provided by:
Bensalem Township School District

Food/drinks/snacks provided by:
No

Where they will eat:
Cafeteria inside the muesum

Housing:
None

Students "what to bring" list:
Lunch

Appropriate dress:
Sneakers and school shirt

Potential hazards:
none

Emergency Medical Plan (if applicable):
none

Special needs for students or adults on trip:
One Student with a one on one

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Rush

Today's Date: 8/31/26

Requesting Staff Member: Megan Leslie

Classrooms/Grades Attending: SIP 4th and 5th grade

Title of Activity: Edeleman Fossil Park

Brochure/Itinerary Attached: ☐ yes ☐ no

Destination (complete address): 66 Million Mosasaur Way Sewell NJ

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): Standard 3.8.5.1.4 (Fossils and Evidence): Directly covers the core requirement to "Explain how fossils provide evidence about plants and animals that once lived throughout Pennsylvania's history" and how they indicate changes in past environments. CC.1.2 (Reading Informational Text): Students practice gathering evidence, making logical connections between scientific ideas, and interpreting structural data from museum galleries.

Class Preparation for Trip: Students are studying archaeology and fossils in their SIP class.

Class Follow Up of Field Trip: Follow up will be examining their fossils at school and creating their own fossil digs

Departure Date: 10/23

Return Date: 10/23

Transportation Mode:
District Bus 1
Charter Bus 0
# of Buses 0

Student Chaperone Ratio: 52:9

Number of Chaperones Attending: (Attach List of Chaperone Names)
# of District Staff 4
# of Non-District Staff 5

Nurse Needed: Yes___ No_X_ **Nurse Signature**_____

Trip to be financed through:
X Student Payments _____ PTG _____ Fundraiser _____ Other

Food needed: X Yes _____ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: _____ Yes X No If yes, what type and where:

Cost of transportation for trip (per student): $7 Cost of Admission (per student): 23
Cost of meals (per student):_____ Other expense (specify/nursing cost)

Total Cost Per Student: $30

Cost for substitute teacher ($130 per sub)_____ Cost for nurse ($60 per hour)_____

Principal Approval: [signature] **Date:** 9/19/26

Superintendent/Designee Approval: [signature] **Date:** 9/14/2026

Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Megan Leslie

School and grade: Rush 4th grade SIP

Date and times of trip:
October 23, 2026 9:15am- 1:30pm

Departure Date:
10/23/26

Return Date:
10/23/26

Departure Time:
9:15am

Return Time:
1:30pm

Description of Activities:
Students will explore the Edeleman Fossil park. They will dig for real fossils and examine their finds with a scientist.

Number of students attending:
52

Number of certified district teachers attending:
4

Number of non-certified district staff attending:
0

Number of parent chaperones attending:
5

Transportation provided by:
Bensalem Township School District

Food/drinks/snacks provided by:
No

Where they will eat:
Cafeteria inside the muesum

Housing:
None

Students "what to bring" list:
Lunch

Appropriate dress:
Sneakers and school shirt

Potential hazards:
none

Emergency Medical Plan (if applicable):
none

Special needs for students or adults on trip:
One Student with a one on one

10/18/2023

Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Elementary Schools / Belmont	**Today's Date:** 8/31/26
Requesting Staff Member: Megan Leslie	**Classrooms/Grades Attending:** SIP 3rd grade
Title of Activity: Franklin Institue	**Brochure/Itinerary Attached:** ☑ yes ☐ no

Destination (complete address): 222 N 20th St, Philadelphia, PA 19103

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):
Common Core ELA standards by utilizing text features and diagrams in the exhibits. Students practice Reading Informational Text (CCSS.ELA-Literacy.RI.3) by interpreting museum placards, maps, and video presentations to answer scientific questions

Class Preparation for Trip: Students are engaging in their inventions unit of study. Follow up will include creating their own invention

Class Follow Up of Field Trip:

Departure Date: 11/10	**Return Date:** 11/10	**Transportation Mode:** District Bus 1 / Charter Bus 0 / # of Buses 0

Student Chaperone Ratio: 20:7	**Number of Chaperones Attending: (Attach List of Chaperone Names)** # of District Staff 4 / # of Non-District Staff 3

Nurse Needed: Yes ___ No X **Nurse Signature** _____

Trip to be financed through:
X **Student Payments** ____ **PTG** ____ **Fundraiser** ____ **Other** ____

Food needed: X Yes ____ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: - Yes X No If yes, what type and where:

Cost of transportation for trip (per student): $14 Cost of Admission (per student): 5
Cost of meals (per student): ____ Other expense (specify/nursing cost) ____

Total Cost Per Student: $19

Cost for substitute teacher ($130 per sub)	Cost for nurse ($60 per hour)

Principal Approval: [signature] **Date:** 9/9/26

Superintendent/Designee Approval: [signature] **Date:** 9/14/2026

Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher:	School and grade:
Megan Leslie	3rd grade SIP students all elementary schools

Date and times of trip:
November 10, 2026 9:30am

Departure Date:	Return Date:
11/10	11/10
Departure Time:	**Return Time:**
9:30am	1:30pm

Description of Activities:
Students will tour museuem participate in a combustion LIVE show

Number of students attending:
20

Number of certified district teachers attending:
4

Number of non-certified district staff attending:
0

Number of parent chaperones attending:
3

Transportation provided by:
Bensalem Township School District

Food/drinks/snacks provided by:
No

Where they will eat:
Cafeteria inside the muesum

Housing:
None

Students "what to bring" list:
Lunch

Appropriate dress:
Sneakers and school shirt

Potential hazards:
none

Emergency Medical Plan (if applicable):
none

Special needs for students or adults on trip:
One Student with a one on one

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Faust	**Today's Date:** 8/31/26
Requesting Staff Member: Megan Leslie	**Classrooms/Grades Attending:** SIP 3rd grade
Title of Activity: Franklin Institue	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address): 222 N 20th St, Philadelphia, PA 19103

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):
Common Core ELA standards by utilizing text features and diagrams in the exhibits. Students practice Reading Informational Text (CCSS.ELA-Literacy.RI.3) by interpreting museum placards, maps, and video presentations to answer scientific questions

Class Preparation for Trip: Students are engaging in their inventions unit of study. Follow up will include creating their own invention
Class Follow Up of Field Trip:

Departure Date: 11/10	**Return Date:** 11/10	**Transportation Mode:** District Bus 1 / Charter Bus 0 / # of Buses 0

Student Chaperone Ratio: 20:7	**Number of Chaperones Attending: (Attach List of Chaperone Names)** # of District Staff 4 / # of Non-District Staff 3

Nurse Needed: Yes ☐ No X **Nurse Signature** _____

Trip to be financed through:
X **Student Payments** ☐ **PTG** ☐ **Fundraiser** ☐ **Other**

Food needed: X Yes ☐ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: - Yes X No If yes, what type and where:

Cost of transportation for trip (per student): $14 Cost of Admission (per student): 5
Cost of meals (per student): Other expense (specify/nursing cost)

Total Cost Per Student: $ 19

Cost for substitute teacher ($130 per sub) Cost for nurse ($60 per hour)

Principal Approval: Date: 9/15/2026
Superintendent/Designee Approval: Date: 9/17/2026
Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: M. Moran	School and grade: Faust / 3rd-2nd SIP
Date and times of trip: November 10, 2026 9:30am	
Departure Date: 11/10	**Return Date:** 11/10
Departure Time: 9:30am	**Return Time:** 1:30pm
Description of Activities: Students will tour museuem participate in a combustion LIVE show	
Number of students attending: 20	
Number of certified district teachers attending: 4	
Number of non-certified district staff attending: 0	
Number of parent chaperones attending: 3	
Transportation provided by: Bensalem Township School District	
Food/drinks/snacks provided by: No	
Where they will eat: Cafeteria inside the muesum	
Housing: None	
Students "what to bring" list: Lunch	
Appropriate dress: Sneakers and school shirt	
Potential hazards: none	
Emergency Medical Plan (if applicable): none	
Special needs for students or adults on trip: One Student with a one on one	

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Rush	**Today's Date:** 8/31/26
Requesting Staff Member: Megan Leslie	**Classrooms/Grades Attending:** SIP 3rd grade
Title of Activity: Franklin Institue	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address): 222 N 20th St, Philadelphia, PA 19103

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):
Common Core ELA standards by utilizing text features and diagrams in the exhibits. Students practice Reading Informational Text (CCSS.ELA-Literacy.RI.3) by interpreting museum placards, maps, and video presentations to answer scientific questions

Class Preparation for Trip: Students are engaging in their inventions unit of study. Follow up will include creating their own invention
Class Follow Up of Field Trip:

Departure Date:	Return Date:	Transportation Mode:
11/10	11/10	District Bus 1 Charter Bus 0 # of Buses 0

Student Chaperone Ratio: 20:7	**Number of Chaperones Attending: (Attach List of Chaperone Names)** # of District Staff 4 # of Non-District Staff 3

Nurse Needed: Yes ☐ No X **Nurse Signature** _____

Trip to be financed through:
X Student Payments ☐ PTG ☐ Fundraiser ☐ Other

Food needed: X Yes ☐ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: - Yes X No If yes, what type and where:

Cost of transportation for trip (per student): $14 Cost of Admission (per student): 5
Cost of meals (per student): ☐ Other expense (specify/nursing cost)

Total Cost Per Student: $19

Cost for substitute teacher ($130 per sub)	Cost for nurse ($60 per hour)

Principal Approval: Jean Ricci **Date:** 9/9/26
Superintendent/Designee Approval: [signature] **Date:** 9/14/2026
Board Action: ☐ Approved ☐ Denied Date

10/18/2023

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher:	School and grade:
Megan Leslie	Rush 3rd grade SIP

Date and times of trip:
November 10, 2026 9:30am

Departure Date:	Return Date:
11/10	11/10
Departure Time:	**Return Time:**
9:30am	1:30pm

Description of Activities:
Students will tour museuem participate in a combustion LIVE show

Number of students attending:
20

Number of certified district teachers attending:
4

Number of non-certified district staff attending:
0

Number of parent chaperones attending:
3

Transportation provided by:
Bensalem Township School District

Food/drinks/snacks provided by:
No

Where they will eat:
Cafeteria inside the muesum

Housing:
None

Students "what to bring" list:
Lunch

Appropriate dress:
Sneakers and school shirt

Potential hazards:
none

Emergency Medical Plan (if applicable):
none

Special needs for students or adults on trip:
One Student with a one on one

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Struble	**Today's Date:** 8/31/26
Requesting Staff Member: Megan Leslie	**Classrooms/Grades Attending:** SIP 3rd grade & 2nd grade
Title of Activity: Franklin Institue	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address): 222 N 20th St, Philadelphia, PA 19103

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):
Common Core ELA standards by utilizing text features and diagrams in the exhibits. Students practice Reading Informational Text (CCSS.ELA-Literacy.RI.3) by interpreting museum placards, maps, and video presentations to answer scientific questions

Class Preparation for Trip: Students are engaging in their inventions unit of study. Follow up will include creating their own invention
Class Follow Up of Field Trip:

Departure Date:	Return Date:	Transportation Mode:
11/10	11/10	District Bus 1 Charter Bus 0 # of Buses 0

Student Chaperone Ratio:	Number of Chaperones Attending: (Attach List of Chaperone Names)
20:7	# of District Staff 4 # of Non-District Staff 3

Nurse Needed: Yes ☐ No X **Nurse Signature** _____

Trip to be financed through:
X Student Payments ☐ PTG ☐ Fundraiser ☐ Other

Food needed: X Yes ☐ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: - Yes X No If yes, what type and where:

Cost of transportation for trip (per student): $14 Cost of Admission (per student): 5
Cost of meals (per student): ☐ Other expense (specify/nursing cost)

Total Cost Per Student: $ 19

Cost for substitute teacher ($130 per sub)	Cost for nurse ($60 per hour)

Principal Approval: _____ **Date:** 9/3/26
Superintendent/Designee Approval: _____ **Date:** 9/9/2026
Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher:	School and grade: Struble
Date and times of trip: November 10, 2026 9:30am	
Departure Date: 11/10	**Return Date:** 11/10
Departure Time: 9:30am	**Return Time:** 1:30pm
Description of Activities: Students will tour museuem participate in a combustion LIVE show	
Number of students attending: 20	
Number of certified district teachers attending: 4	
Number of non-certified district staff attending: 0	
Number of parent chaperones attending: 3	
Transportation provided by: Bensalem Township School District	
Food/drinks/snacks provided by: No	
Where they will eat: Cafeteria inside the muesum	
Housing: None	
Students "what to bring" list: Lunch	
Appropriate dress: Sneakers and school shirt	
Potential hazards: none	
Emergency Medical Plan (if applicable): none	
Special needs for students or adults on trip: One Student with a one on one	

Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Valley	**Today's Date:** 8/31/26
Requesting Staff Member: Megan Leslie/ Margaret Moran	**Classrooms/Grades Attending:** SIP 3rd grade/2nd
Title of Activity: Franklin Institue	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address):
222 N 20th St, Philadelphia, PA 19103

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):
Common Core ELA standards by utilizing text features and diagrams in the exhibits. Students practice Reading Informational Text (CCSS.ELA-Literacy.RI.3) by interpreting museum placards, maps, and video presentations to answer scientific questions

Class Preparation for Trip: Students are engaging in their inventions unit of study. Follow up will include creating their own invention
Class Follow Up of Field Trip:

Departure Date: 11/10	**Return Date:** 11/10	**Transportation Mode:** District Bus 1 Charter Bus 0 # of Buses 0

Student Chaperone Ratio: 20:7	**Number of Chaperones Attending:** (Attach List of Chaperone Names) # of District Staff 4 # of Non-District Staff 3

Nurse Needed: Yes ☐ No X **Nurse Signature** _____

Trip to be financed through:
X Student Payments ☐ PTG ☐ Fundraiser ☐ Other

Food needed: X Yes ☐ No If yes, how will it be provided? (Must notify school cafeteria)
Students will pack lunch

Housing needed: - Yes x No If yes, what type and where:

Cost of transportation for trip (per student): $14 Cost of Admission (per student): 5
Cost of meals (per student): ☐ Other expense (specify/nursing cost)

Total Cost Per Student: $19

Cost for substitute teacher ($130 per sub) ☐ Cost for nurse ($60 per hour) ☐

Principal Approval: _____ Date: 9/3/24

Superintendent/Designee Approval: _____ Date: 9/9/2026

Board Action: ☐ Approved ☐ Denied Date

10/18/2023

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BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher:	School and grade:
Margaret Moran	Valley SIP (3rd/2nd)

Date and times of trip:
November 10, 2026 9:30am

Departure Date:	Return Date:
11/10	11/10
Departure Time:	**Return Time:**
9:30am	1:30pm

Description of Activities:
Students will tour museuem participate in a combustion LIVE show

Number of students attending:
20

Number of certified district teachers attending:
4

Number of non-certified district staff attending:
0

Number of parent chaperones attending:
3

Transportation provided by:
Bensalem Township School District

Food/drinks/snacks provided by:
No

Where they will eat:
Cafeteria inside the muesum

Housing:
None

Students "what to bring" list:
Lunch

Appropriate dress:
Sneakers and school shirt

Potential hazards:
none

Emergency Medical Plan (if applicable):
none

Special needs for students or adults on trip:
One Student with a one on one

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☑ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☑ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School: Valley	**Today's Date:** 9/22/26
Requesting Staff Member: Nicole Altomare	**Classrooms/Grades Attending:** Kindergarten
Title of Activity: K Halloween Parade to D.O.	**Brochure/Itinerary Attached:** ☑ yes ☐ no
Destination (complete address): 3000 Davallen Drive District Office	
Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):	
Class Preparation for Trip: **Class Follow Up of Field Trip:**	
Departure Date: 10/30 9:30am	**Return Date:** 10/30 9:50am
Transportation Mode: Walking **District Bus**_____ **Charter Bus**_____ N/A **# of Buses**_____	
Student Chaperone Ratio: 8:1	**Number of Chaperones Attending:** (Attach List of Chaperone Names) **# of District Staff** 12 **# of Non-District Staff**_____
Nurse Needed: Yes___ No X **Nurse Signature**_____	
Trip to be financed through: _____**Student Payments** _____ **PTG** _____ **Fundraiser** NA **Other**	
Food needed: _____ Yes X No If yes, how will it be provided? (Must notify school cafeteria)	
Housing needed: _____ Yes X No If yes, what type and where:	
Cost of transportation for trip (per student): _____ Cost of Admission (per student): _____ Cost of meals (per student): _____ Other expense (specify/nursing cost) _____ **Total Cost Per Student: $**_____ NA Cost for substitute teacher ~~($130 per sub)~~ _____ Cost for nurse ($60 per hour)	
Principal Approval:	**Date:** 9/23/26
Superintendent/Designee Approval:	**Date:** 9/23/2026
Board Action: ☐ Approved ☐ Denied	Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Nicole Altomare	**School and grade:** Valley Kindergarten
Date and times of trip: 10/30 9:30am → 9:50 am	
Departure Date: 10/30	**Return Date:** 10/30
Departure Time: 9:30am	**Return Time:** 9:50
Description of Activities: Halloween Costume Parade	
Number of students attending: 85	
Number of certified district teachers attending: 12	
Number of non-certified district staff attending: NA	
Number of parent chaperones attending: NA	
Transportation provided by: NA	
Food/drinks/snacks provided by: NA	
Where they will eat: NA	
Housing: NA	
Students "what to bring" list: NA	
Appropriate dress: Halloween Costumes	
Potential hazards:	
Emergency Medical Plan (if applicable):	
Special needs for students or adults on trip: NA	

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☑ *A preliminary list of students attending* (7th grade) ☑ *Fundraising plan if used*

☑ *A preliminary list of staff attending* ☑ *A preliminary list of chaperones, if known*

School: Robert K. Shafer MS	**Today's Date:** 9/23/26
Requesting Staff Member:	**Classrooms/Grades Attending:** 7th grade ELA
Title of Activity: Walnut St. Theatre "Christmas Carol"	**Brochure/Itinerary Attached:** ☐ yes ☐ no
Destination (complete address): 825 Walnut St, Phila, PA 19107	
Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): CC.1.3.7.G - Compare & contrast (see attached)	
Class Preparation for Trip: My Perspectives "A Christmas Carol" drama study **Class Follow Up of Field Trip:**	
Departure Date: Tues. Dec. 15, 2026	**Return Date:** Tues. Dec. 15, 2026
Transportation Mode: District Bus X ; Charter Bus ; # of Buses 2	
Student Chaperone Ratio: 15:1	**Number of Chaperones Attending:** (Attach List of Chaperone Names) # of District Staff 4 ; # of Non-District Staff
Nurse Needed: Yes ___ No ___ **Nurse Signature**	
Trip to be financed through: X Student Payments ___ PTG ___ Fundraiser ___ Other	
Food needed: ___ Yes X No If yes, how will it be provided? (Must notify school cafeteria)	
Housing needed: ___ Yes X No If yes, what type and where:	
Cost of transportation for trip (per student): ~~$70~~ Cost of Admission (per student): $12	
Cost of meals (per student): ___ Other expense (specify/nursing cost)	
Total Cost Per Student: $	
Cost for substitute teacher ($130 per sub) ___ Cost for nurse ($60 per hour) ___	
Principal Approval: [signature] **Date:** 9/23/26	
Superintendent/Designee Approval: [signature] **Date:** 9/25/2026	
Board Action: ☐ Approved ☐ Denied **Date**	

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Sarah Kelly	**School and grade:** 7th - Shafer
Date and times of trip: 12/15/26 8:45am - 12:00pm	
Departure Date: 12/15/26	**Return Date:** 12/15/26
Departure Time: 8:45am	**Return Time:** 12:00 (noon)
Description of Activities: After reading Charles Dickens "A Christmas Carol," students will see a live production.	
Number of students attending: ~~[illegible]~~ 75≈	
Number of certified district teachers attending: 4	
Number of non-certified district staff attending: ____	
Number of parent chaperones attending: ____	
Transportation provided by: BTSD	
Food/drinks/snacks provided by: ____	
Where they will eat: ____	
Housing: ____	
Students "what to bring" list: ____	
Appropriate dress: School dress code/smart casual	
Potential hazards:	
Emergency Medical Plan (if applicable):	
Special needs for students or adults on trip:	

Bensalem Township School District
Field Trip Preliminary Approval Form

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SEP 18 2026
TEACHING & LEARNING

In order for this field trip form to be processed, the following must be attached:

☐☐*A preliminary list of students attending* ☐☐*Fundraising plan if used*

☐☐*A preliminary list of staff attending* ☐☐*A preliminary list of chaperones, if known*

School: **BHS**	**Today's Date:9/15/2026**
Requesting Staff Member: **Nájera& Lubacz**	**Classrooms/Grades Attending:9-12**
Title of Activity: **Liberty Museum** - guided tour, workshop & lunch	**Brochure/Itinerary Attached:** ☐☐yes X no

Destination (complete address):
Liberty Museum 321 Chestnut Street, Philadelphia, PA 19106

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):
Students will be taking a tour of the Liberty Museum and doing a workshop on "freedom of speech" Students will analyze and interpret selected museum artworks by identifying elements and principles of design, examining artistic techniques and cultural/historical context, and developing evidence-based interpretations through discussion and written reflection.

9.1.12.A – Elements and Principles of Art
Analyze and demonstrate the use of the **elements and principles of art** in artworks, including how artists use composition, color, line, form, space, texture, balance, contrast, and emphasis.
9.1.12.B – Demonstrate Knowledge of Art Media and Techniques
Analyze and demonstrate knowledge of **materials, techniques, processes, and technologies** used to create works of visual art.
9.2.12.A – Contextual Understanding of Works of Art
Analyze a work of art within its **historical, cultural, social, and artistic context**, including the artist's purpose and the time period in which it was created.
9.3.12.A – Critical Response to Works of Art
Analyze and interpret artworks using **critical-thinking and art vocabulary**, forming and supporting interpretations based on observation and evidence.

Class Preparation for Trip: Class discussion on "freedom of expression"
Class Follow Up of Field Trip: Students will create an original work of art based on "freedom of speech"

Departure Date: **11/4**	**Return Date:** **11/4**	**Transportation Mode:** **District Bus__x____** **Charter Bus_____** **# of Buses_____**

Student Chaperone Ratio: **1-20**	**Number of Chaperones Attending: (Attach List of Chaperone Names)** **Nájera and Lubacz**

	Possibly Ball & Bartol **# of District Staff__4____** **# of Non-District Staff_____**
Nurse Needed: Yes_____ No___x____	
Trip to be financed through: **_x_Student Payments _____ PTG _____ Fundraiser _____ Other**	
Food needed: _____ Yes ___x_ No If yes, how will it be provided? (Must notify school cafeteria) Students can either bring lunch or purchase lunch in Old City	
Housing needed: _____Yes __x__ No If yes, what type and where:	
Cost of transportation for trip (per student): _____8_____ Cost of Admission (per student): _____14_____ Cost of meals (per student):_____TBD_____ Other expense (specify) _____ **Total Cost Per Student: $____30.00____** Cost for substitute teacher ($130 per sub) _____4_____	
Principal Approval: [signature] **Date:** 9/16/25	
Superintendent/Designee Approval: [signature] **Date:** 9/18/2025	
Board Action: ☐☐Approved ☐☐Denied Date	

* OPEN TO ALL ART & ENGINEERING STUDENTS

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Nájera	**School and grade: BHS 9-12**
Date and times of trip: November 4, 2026	
Departure Date:11/4	**Return Date: 11/4**
Departure Time: 8:00am	**Return Time: 2:00pm**
Description of Activities: Liberty Museum - students will do a guided tour and interactive lesson at the LIberty Museum on Freedom of Expression. Students will also have free time in the museum to view the permanent collection. Students will also do lunch on their own in Old City.	
Number of students attending: estimate - 40	
Number of certified district teachers attending: 4	
Number of non-certified district staff attending: N/A	
Number of parent chaperones attending: tbd	
Transportation provided by: district bus	
Food/drinks/snacks provided by: students	
Where they will eat: Old City	
Housing: N/A	
Students "what to bring" list: camera, sketchbook, money for food	
Appropriate dress: comfortable walking shoes, layers for weather	
Potential hazards: N/A	
Emergency Medical Plan (if applicable): N/A	
Special needs for students or adults on trip: N/A	

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Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

☑ *A preliminary list of students attending* ☐ *Fundraising plan if used* N/A

☑ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known* N/A

School: BHS	**Today's Date:** 9/22/26
Requesting Staff Member: Root	**Classrooms/Grades Attending:** OWLS Transition Program
Title of Activity: Lincoln Financial Field	**Brochure/Itinerary Attached:** ☑ yes ☐ no

Destination (complete address): 1 Lincoln Financial Field, Philadelphia, PA 19148

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): See Attached

Class Preparation for Trip:
Class Follow Up of Field Trip: See Attached

Departure Date: 11/18/26	**Return Date:** 11/18/26	**Transportation Mode:** District Bus 1 / Charter Bus — / # of Buses 1
Student Chaperone Ratio: 28:6	**Number of Chaperones Attending:** (Attach List of Chaperone Names) # of District Staff 5 / # of Non-District Staff 1	

Nurse Needed: Yes ✓ No ___ **Nurse Signature** Valerie Freeman

Trip to be financed through:
✓ **Student Payments** ___ **PTG** ___ **Fundraiser** ___ **Other**

Food needed: ___ Yes ✓ No If yes, how will it be provided? (Must notify school cafeteria)

Housing needed: ___ Yes ✓ No If yes, what type and where:

Cost of transportation for trip (per student): — Cost of Admission (per student): $23
Cost of meals (per student): — Other expense (specify/nursing cost)

Total Cost Per Student: $23

Cost for substitute teacher ($130 per sub) ___ Cost for nurse ($60 per hour) ___

Principal Approval: [signature] **Date:** 9/23/26

Superintendent/Designee Approval: [signature] **Date:** 9/25/2026

Board Action: ☐ Approved ☐ Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Root	**School and grade:** OWLS Transition Program
Date and times of trip:	
Departure Date: 11/18/26	**Return Date:** 11/18/26
Departure Time: 8:45 am	**Return Time:** 1:00 pm
Description of Activities: See attached	
Number of students attending: 28	
Number of certified district teachers attending: 3	
Number of non-certified district staff attending: 2	
Number of parent chaperones attending: 1 Private duty nurse	
Transportation provided by: BTSD	
Food/drinks/snacks provided by: students	
Where they will eat: Picnic Style	
Housing: N/A	
Students "what to bring" list: brown bag lunch	
Appropriate dress: Jacket, sneakers	
Potential hazards: N/A	
Emergency Medical Plan (if applicable): District Nurse will be on trip to address medical emergencies	
Special needs for students or adults on trip:	

Bensalem Township School District
Field Trip Preliminary Approval Form

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In order for this field trip form to be processed, the following must be attached:

X *A preliminary list of students attending* N/A *Fundraising plan if used*

X *A preliminary list of staff attending* X *A preliminary list of chaperones, if known*

School: BHS	**Today's Date:** 9/18/2026
Requesting Staff Member: Anne Schneller	**Classrooms/Grades Attending:** 12
Title of Activity: Field Experience - per curriculum	**Brochure/Itinerary Attached:** yes X no

Destination (complete address):
Valley Elementary School
3100 Donallen Drive, Bensalem, PA

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):

Students will give examples of how the qualities of effective teachers apply in actual classroom situations, analyze and evaluate classroom management strategies, and describe the major roles that teachers perform.

Content Standard 4.1 Analyze career paths within early childhood, education, and related services.
4.1.1 Explain the roles and functions of individuals engaged in early childhood, education, and services

NAEYC/FCS Standard 7. Early Childhood Field Experiences
7a: Opportunities to observe and practice in at least two of the three early childhood age groups (birth-age 3, 3 – 5, 5-8)

Class Preparation for Trip: Students will analyze what makes a teacher effective, differentiate developmentally appropriate practice in various grade level classrooms, and investigate classroom management strategies
Class Follow Up of Field Trip: Compare experiences: instructional strategies, student behaviors, management strategies, update professional portfolios

Departure Date:	**Return Date:**	**Transportation Mode:**
8th period on the following Tuesdays and Thursdays: 11/5/26, 11/10/26, 11/12/26, 11/17/26, 11/19/26, 12/1/26, 12/3/26, 12/8/26, 12/10/26, 12/15/26, 12/17/26, 1/7/27, 1/12/27, 1/14/27, 1/19/27, 1/21/27, 1/26/27, 1/28/27, 2/2/27, 2/4/27,	The end of the school day on the following Tuesdays and Thursdays: 11/5/26, 11/10/26, 11/12/26, 11/17/26, 11/19/26, 12/1/26, 12/3/26, 12/8/26, 12/10/26, 12/15/26, 12/17/26, 1/7/27, 1/12/27, 1/14/27, 1/19/27, 1/21/27, 1/26/27, 1/28/27, 2/2/27,	**District Bus** **# of Buses___1____**

2/9/27, 2/11/27, 2/16/27, 2/18/27, 2/23/27, 2/25/27, 3/2/27, 3/4/27, 3/9/27, 3/11/27, 3/16/27, 3/18/27, 3/23/27, 3/30/27, 4/1/27, 4/6/27	2/4/27, 2/9/27, 2/11/27, 2/16/27, 2/18/27, 2/23/27, 2/25/27, 3/2/27, 3/4/27, 3/9/27, 3/11/27, 3/16/27, 3/18/27, 3/23/27, 3/30/27, 4/1/27, 4/6/27	

Student Chaperone Ratio: **1:8**	**Number of Chaperones Attending: (Attach List of Chaperone Names)** Anne Schneller **# of District Staff__1____** **# of Non-District Staff_____**

Nurse Needed: Yes_____ No___x____

Trip to be financed through:
___Student Payments _____ PTG _____ Fundraiser _X _ Other - Part of coursework

Food needed: _____ Yes __X__ No If yes, how will it be provided? (Must notify school cafeteria)

Housing needed: _____Yes __x__ No If yes, what type and where:

Cost of transportation for trip (per student): _$0 covered by curriculum_ Cost of Admission (per student): ___N/A___

Cost of meals (per student):_____ Other expense (specify) _____
Total Cost Per Student: $___$0_____ Part of coursework
No Substitute Needed _____

Principal Approval: **Date:** 9/22/26

Superintendent/Designee Approval: **Date:** 9/25/2026

Board Action: ☐Approved ☐Denied Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Anne Schneller	**School and grade:** BHS - Grade 12
Date and times of trip:	
Departure Dates: 11/5/26, 11/10/26, 11/12/26, 11/17/26, 11/19/26, 12/1/26, 12/3/26, 12/8/26, 12/10/26, 12/15/26, 12/17/26, 1/7/27, 1/12/27, 1/14/27, 1/19/27, 1/21/27, 1/26/27, 1/28/27, 2/2/27, 2/4/27, 2/9/27, 2/11/27, 2/16/27, 2/18/27, 2/23/27, 2/25/27, 3/2/27, 3/4/27, 3/9/27, 3/11/27, 3/16/27, 3/18/27, 3/23/27, 3/30/27, 4/1/27, 4/6/27	**Return Dates:** 11/5/26, 11/10/26, 11/12/26, 11/17/26, 11/19/26, 12/1/26, 12/3/26, 12/8/26, 12/10/26, 12/15/26, 12/17/26, 1/7/27, 1/12/27, 1/14/27, 1/19/27, 1/21/27, 1/26/27, 1/28/27, 2/2/27, 2/4/27, 2/9/27, 2/11/27, 2/16/27, 2/18/27, 2/23/27, 2/25/27, 3/2/27, 3/4/27, 3/9/27, 3/11/27, 3/16/27, 3/18/27, 3/23/27, 3/30/27, 4/1/27, 4/6/27
Departure Time: 1:23 pm or the end of 7th period	**Return Time:** 2:10 for students who are riding the bus. Students who are driving will go directly home.

Description of Activities:
Field experience at Valley Elementary School for students in the Principles of Teaching class

Number of students attending: 8

Number of certified district teachers attending: 1

Number of non-certified district staff attending: 0

Number of parent chaperones attending: 0

Transportation provided by: Some students will drive themselves. Students who are unable to drive will need a district bus.

Food/drinks/snacks provided by: N/A

Where they will eat: N/A

Housing: N/A

Students "what to bring" list: Notebook and pen

Appropriate dress: Business casual

Potential hazards:N/A

Emergency Medical Plan (if applicable): N/A

Special needs for students or adults on trip: N/A

Field Trip Preliminary Approval Form

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OCT 0 7 2026
TEACHING & LEARNING

In order for this field trip form to be processed, the following must be attached:

☐ *A preliminary list of students attending* ☐ *Fundraising plan if used*

☐ *A preliminary list of staff attending* ☐ *A preliminary list of chaperones, if known*

School Bensalem High School	**Todays Date: 10-09-25**
Requesting Staff Member: **C J Mills and Justin Hopf**	**Classrooms/Grades Attending:** **11-12th Grade OTN Studio students**
Title of Activity: **Greenfield Film Festival Workshop**	**Brochure/Itinerary Attached:** ☐ yes ☐ no

Destination (complete address):
800 Loch Ash Road, Fort Washington PA

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):

1.6.12.A. Listen critically and respond to others in small and large group situations.
Respond with grade level appropriate questions, ideas, information, or opinions.
1.6.12.B. Demonstrate awareness of audience using appropriate volume and clarity in formal presentations.
Students will go and watch the winning films that have been submitted to the Greenfield film festival by the other 25 schools involved.

Class preparation for field trip:
Students are creating 6 minute short films that will be submitted to the film festival for the competition. This process started with a treatment, a storyboard, a script, shooting the film, editing the film, and then finally exporting it for submission.

Class follow-up of field trip:
Students will participate in a round robin discussion discussing the concepts they learned at the workshop and how they can apply them to their film.

Class Preparation for Trip: Students have been developing their treatment, script and storyboard for their film
Class Follow Up of Field Trip: Students will use the info learned on the trip to help produce the film they started working on prior to the trip.

Departure Date: **11-18-26**	**Return Date:** **11-18-26**	**Transportation Mode:** **District Bus_yes_____** **Charter Bus_____** **# of Busses_____**
Student Chaperone Ratio: **1:10**	**Number of Chaperones Attending:** **(Attach List of Chaperone Names)** **# of District Staff__2 - C J Mills and Justin Hopf_____** **# on Non-District Staff_____**	

Nurse Needed: Yes_____ No✓_____

Trip to be financed through:
_yes Student Payments _____ PTG _____ Fundraiser _____ Other

Food needed: _____ Yes ____✓__ No If yes, how will it be provided? (Must notify school cafeteria)

Food is provided by The Greenfield Youth Film Festival

Housing needed: _____ Yes ____✓__ No If yes, what type and where:

Cost of transportation for trip (per student): $10 _____ Cost of Admission (per student): __$0_____
Cost of meals (per student):_____0_____ Other expense (specify)

_____

Total Cost Per Student: $10

Cost for substitute teacher ($130 per sub) _____1____

Principal Approval: _____ **Date:** 10/5/14

Superintendent/Designee Approval: _____ **Date:** 10/7/2014

Board Action: ☐ Approved ☐ Denied _____ Date

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: C J Mills	**School and grade:**
Date and times of trip: 11-18-26	
Departure Date:11-18-26	**Return Date: 11-18-26**
Departure Time: 7:30am	**Return Time: 2:45 pm**
Description of Activities: Students will participate in a film fest workshop held at Upper Dublin High School with 20 other schools. They will be doing interactive activities focused around the creation of a film. Details of the workshop can be found at www.greenfieldfilmfestival.org	
Number of students attending: 20	
Number of certified district teachers attending:2	
Number of non-certified district staff attending:	
Number of parent chaperones attending:	
Transportation provided by: Bensalem – paid for by students	
Food/drinks/snacks provided by: Greenfield Film Festival	
Where they will eat: Upper Dublin High School	
Housing: N/A	
Students "what to bring" list: Something to take notes with	
Appropriate dress: School dress code – preferably Bensalem or OTN gear	
Potential hazards: none	
Emergency Medical Plan (if applicable):	
Special needs for students or adults on trip:	