

# PINE GROVE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: August 20, 1998

REVISED: August 16, 2001

121. FIELD TRIPS	
1. Purpose SC 1361	<p>The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> <li>1. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.</li> <li>2. Arouse new interests among students.</li> <li>3. Help students relate school experiences to the reality of the world outside of school.</li> <li>4. Bring all resources of the community natural, artistic, industrial, commercial, governmental, and educational - within the ambit of a student's learning experience.</li> <li>5. Afford students the opportunity to study real things and real processes in their actual environment.</li> </ol>
2. Definition	<p>The <b>field trip</b> is that experience which provides educational enrichment to classroom activities. The educational experience for a field trip should be considered as a learning experience that significantly supplements the classroom studies of the curriculum.</p>
3. Authority	<p>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.</p> <p>The Board does not endorse, support or assume responsibility in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this district for such trips within the facilities or on school grounds of the district without Board permission.</p>

<p>4. Delegation of Responsibility</p>	<p>The Superintendent shall prepare procedures for the operation of a field trip which shall ensure that the safety and well-being of students shall be protected at all times and parental permission is sought and obtained before any student may be removed from school.</p> <p>The curriculum shall be enriched by involving teachers and pupils in field trips, cultural exhibits, and special programs as related to the course of study. It shall be the responsibility of the planning teacher to make a formal written request to the Superintendent thirty (30) days prior to the contemplated trip.</p> <p>It shall be the responsibility of the teacher-sponsor to develop detailed instructions and plans for each field trip and submit the same to the principal for approval.</p> <p>Field trips shall be arranged through the office of the building principal for approval from the Superintendent.</p> <p>All field trips shall be of an educational nature, and relate to the program of one (1) or several departments of the high school. The high school principal shall have prepared a field trip check list regarding agenda, times of arrival and departure, meal arrangements, etc. This check list shall be completed by the faculty member in charge and returned to the high school principal well in advance of the trip.</p> <p>Seventy-five percent (75%) of the class or organization shall indicate that they will participate before approval will be granted.</p> <p>All booster organizations must follow this policy.</p> <p><u>Day Trip Process</u></p> <ol style="list-style-type: none"><li>1. The building level administrator should be involved at the preliminary stage. The staff member who initiates the field trip should informally confer with the building administrator as to the plausibility of such a trip.</li><li>2. Early in the planning stages, contact should be made with the transportation office regarding availability and costs of transportation.</li><li>3. The staff member should present the field trip request to the grade level or department for a consensus of opinion. The field trip should support the curriculum and be the most effective instructional medium for the stated outcome.</li></ol>
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4. If the response is affirmative, all appropriate forms, including transportation, would be completed and the request should be submitted to the building level administrator for a decision.
5. A copy of the request by the building administrator will be forwarded to the Curriculum Office. If the trip is not included in the Field Trip Manual, the Superintendent or Board approval will be necessary upon recommendation of the Director of Curriculum.
6. Parental approval must be confirmed for each student participating in the field trip. A signed parental permission form is designed for that purpose.
7. In May of each year, department/grade level chairs will send a list of completed field trips to the Curriculum Office. A yearly summary will be prepared and disseminated.

Rules & Regulations On All School Trips

1. No more than five (5) adults are permitted to ride on a school bus. At least one coach, faculty member, or chaperone will accompany each bus.
2. Coaches, faculty members, or chaperones will know location and directions to desired destination.
3. Coaches, faculty members, or chaperones in charge of the bus will inspect the bus after all students have been discharged to check for damage and any articles that may have been left on the bus.
4. If any food or beverages (NO GLASS CONTAINERS) are given to the group, it is the group's responsibility to see that the bus is cleaned.
5. Students will not be transported on the district trucks.
6. All trips will be scheduled from school to the destination and return. Special stops between points will not be permitted unless approved by the building principal with an itinerary attached in writing. This itinerary shall be submitted to the driver prior to departure.
7. Coaches, faculty members, or chaperones shall contact (telephone) their respective building principals during emergencies.

<p>Pol. 810</p>	<p>8. Except as otherwise directed by the principal, students are expected to abide by all the bus riding rules as required in School Board Policy #810.</p> <ul style="list-style-type: none"><li>a. AT ALL TIMES:<ul style="list-style-type: none"><li>1) Exercise caution, good manners, and consideration for other people.</li><li>2) Obey the driver, his/her first concern is for your safety.</li></ul></li><li>b. WAITING FOR THE BUS:<ul style="list-style-type: none"><li>1) Arrive at the bus stop five minutes ahead of time.</li><li>2) Stay a safe distance from the curb or roadside.</li><li>3) When the bus approaches, get in line.</li><li>4) Stay away from the bus until it has come to a complete stop.</li><li>5) Let smaller children board first.</li></ul></li><li>c. BOARDING THE BUS:<ul style="list-style-type: none"><li>1) Always use the handrail.</li><li>2) Go up the steps one at a time.</li><li>3) Don't push or crowd others in line.</li><li>4) Go directly to your assigned seat.</li></ul></li><li>d. CONDUCT ON THE BUS:<ul style="list-style-type: none"><li>1) The bus driver has the authority to assign seats.</li><li>2) Keep the aisle clear. Place books or parcels on your lap.</li><li>3) Remain quiet when approaching railroad tracks so the driver can listen for trains.</li><li>4) Ask the driver for permission before opening the windows.</li><li>5) Keep arms and heads inside the bus.</li></ul></li></ul>
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- 6) No throwing objects inside or outside the bus.
- 7) The emergency door and exit controls may be used only during supervised drills or actual emergencies.
- 8) No fighting will be permitted.
- 9) No possession of tobacco or controlled substances allowed.
- 10) Remain seated until the bus comes to a complete stop.
- 11) Parents will be held financially responsible for willful destruction of school bus property.
- 12) No profane or foul language is permitted.
- 13) Conduct such as loud talking, shouting or cheering which is distracting to the driver is prohibited.
- 14) Consideration and respect for your bus driver must be shown.

e. GETTING OFF THE BUS

- 1) Use the handrail and take one step at a time.
- 2) Pushing or crowding could cause an accident.

f. FIELD TRIP CHECK LIST – (to assist in planning the field trip):

- 1) Is this the best medium for this particular teaching purpose?
- 2) Have you secured all the necessary parent permission slips?
- 3) Have you initiated the steps necessary to gain its approval in time for the planned trip?
- 4) Have preliminary transportation arrangements been made?
- 5) Have the transportation arrangements been finalized?
- 6) How many of your classes are going on the trip?
- 7) Have arrangements been made for those not going?

	<p>8) If a substitute teacher is covering your class, have the necessary arrangements been made?</p> <p>9) Have the pupils been prepared for the trip (in terms of curriculum and details)?</p> <p>10) Have you considered the community relation's aspect of the trip as well as the educational aspect?</p> <p>11) Have you or will you evaluate the trip and if necessary convey the results of your evaluation to the appropriate person if changes should be made in the nature of the particular field trip?</p> <p>12) Have chaperones been identified and their roles explained to them?</p> <ul style="list-style-type: none"><li>a) Chaperones should establish some form of monitoring of student attendance on a regular basis, i.e., attendance checks should be conducted before buses move from scheduled stops, meal times, periodic intervals of time during the day, at bed time, and before returning home, etc. A student roster is required.</li><li>b) Student should be assigned to groups and at no time should a student be alone while on a school trip; a buddy system may be utilized.</li><li>c) A written itinerary should be prepared for all trips and distributed to participants.</li><li>d) Students with medical conditions should be identified and appropriate provisions for first aid should be available to chaperones.</li><li>e) UNDER NO CIRCUMSTANCES SHOULD STUDENTS BE LEFT ANYWHERE WITHOUT SUPERVISION BY A CHAPERONE.</li></ul> <p>13) Principals will insure adequate supervision of student groups on school trips according to the following guidelines:</p> <ul style="list-style-type: none"><li>• Elementary – one chaperone for every 10 students.</li><li>• Secondary – one chaperone for every 20 students.</li><li>• Additional chaperones (staff and volunteers) should be considered depending on age of students, nature of trip, etc.</li></ul>
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