

No. 121

SECTION: PROGRAMS

TITLE: FIELD TRIPS

# CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: March 10, 2008

REVISED:

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	<b>121. FIELD TRIPS</b>	1
1. Purpose SC 1361	The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Similarly, field trips are an important component of extracurricular activities sponsored by the School District. Properly planned and executed field trips can:	2 3 4 5 6 7 8
	1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.	9 10 11
	2. Arouse new interests among students.	12 13
	3. Help students relate academic learning to the reality of the world outside of school.	14 15 16
	4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.	17 18 19
	5. Afford students the opportunity to study real things and real processes in their actual environment.	20 21 22
	6. Permit students to compete and/or collaborate with students of other schools in various athletic, musical, intellectual, and other pursuits which are part of the curricular or extracurricular program of the School District.	23 24 25 26
2. Definition	For purposes of this policy, a “field trip” shall mean any school-sponsored trip (not including a “tour” under Policy 249) by students away from the students’ officially assigned school building.	27 28 29 30
3. Authoriza- tion	The Board shall approve field trips that are planned to keep students out of the district overnight or longer. The Administration is authorized to approve all other field trips.	31 32 33 34 35 36 37

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4. Requirements	<b>A. Basic Requirements.</b>		2
	Each field trip must be supervised by an employee of the School District or a Board-approved volunteer acting under the supervision of a School District employee.		3
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	Each field trip which is provided as part of the School District’s instructional program must be an integral part of the approved planned instruction, integrated with the curriculum, properly planned, conducted as a first-hand educational experience not available in the classroom, and followed up by appropriate activities that enhance its value. Every other field trip must promote the purposes of an extracurricular program, provide a valuable educational experience not available otherwise, or function as a reward or incentive related to the curricular and/or extracurricular programs of the school.		5
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	Each teacher requesting a field trip to be provided as part of the School District’s instructional program must also propose an appropriate alternative educational experience for those students who will not be participating in the field trip.		9
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	Administration shall continuously monitor and evaluate the effectiveness of field trip activities.		18
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	Students on field trips remain under the supervision and responsibility of this School District and are subject to its rules and regulations. Administration may search student materials or personal property prior to leaving on an overnight trip. Nothing in this policy shall limit Administration’s right to search student materials or personal property in other appropriate situations as well, consistent with applicable law and School District policy.		23
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	The Board does not endorse, support nor assume responsibility in any way for any district employee who takes students on any trip other than a field trip approved under this policy or another Board policy. No employee may solicit district students for such trips within district facilities or on district grounds without permission of the Board, the Superintendent, or the Building Principal.		33
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	<b>B. Requests and Approval</b>		40
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	Field trip requests must be submitted for approval on a <b>REQUEST FOR FIELD TRIP</b> form to be provided by the Administration and available in each school building office. Field trip priorities should be established early in the school year through coordination with the building principals.		42
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	Teachers are encouraged to utilize flexibility and innovation in planning requests for field trips.		47
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The Building Principal and Superintendent must approve the purpose, itinerary, and duration of each proposed field trip.

**C. Safety**

The physical and educational welfare of participating students must be the major responsibility of the personnel organizing the trips and the approving principal. All responsible and prudent steps must be taken to guarantee the safety of students. Normally, school-sponsored field trips shall be limited to an area which can be properly serviced by the Catasauqua Area School District buses.

Approval for and participation on all field trips are contingent upon the state of affairs at the time of the field trip with regards to the safety and security of students, staff, and other participants. When making a decision, the Administration may seek counsel from national, state, and/or local officials.

Following is a sample of the safety criteria that shall be used by the Administration in making decisions regarding field trips:

1. Safety and security factors for students and staff.
2. National/International safety status.
3. Concerns regarding demonstrations or activists in the vicinity of the trip.
4. Availability of attractions.
5. Type, duration, and location of the trip.
6. Nature of the trip.
7. Level of concern expressed by parents/guardians, students, and staff.

**D. Parent/Guardian Permission.**

No student may participate in a field trip without the signed, written authorization of a parent or guardian of the student on a **PARENT PERMISSION FOR SCHOOL SPONSORED TRIP PARTICIPATION** form to be provided by the Administration and returned to the trip sponsor prior to the field trip. A separate, completed form is required for *each* field trip, unless the Administration specifically authorizes a single form for multiple trips of the same general nature by a particular program or activity (such as trips to compete in athletic competitions at other schools).

At times, costs may be associated with field trips which must be paid by the parent/guardian or student if the student is to participate.

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**E. Transportation**

All persons proposing field trips shall submit requests for transportation arrangements to the Transportation Supervisor before submitting the field trip request to the Building Principal or Superintendent. The Transportation Supervisor shall report whether the field trip presents any difficulties. No field trip shall interfere with the ability of the School District to operate its regular daily bus schedule.

Transportation for approved field trips will be provided in accordance with Policy 810-A.

The District employees and/or volunteers chaperoning the field trip shall have the primary responsibility to maintain discipline on all school vehicles used to transport students on a field trip. The driver’s primary responsibility is to drive. If a driver is concerned about discipline on a chaperoned vehicle, the driver shall first request the chaperone(s) to restore order. If this fails, then the driver may use whatever reasonable measures he/she feels are necessary to restore order.

**F. Supervision/Chaperones**

For each field trip, the Building Principal and the Superintendent shall establish the number and composition (*e.g.*, male/female, employees/volunteers) of chaperones to supervise the field trip, taking into consideration the type, duration and location of the trip, the nature of the proposed activities, the age, maturity, and grade level of the students, and any other factors deemed relevant by the Principal and the Superintendent.

In no case shall the number of chaperones on any field trip be less than:

- one (1) chaperone for every ten (10) students at the elementary level;
- one (1) chaperone for every fifteen (15) students at the middle school level;
- one (1) chaperone for every twenty (20) students at the high school level.

A sufficient number of male and female chaperones shall accompany students on overnight trips.

Each chaperone shall have defined responsibilities for their involvement in and assistance with the field trip, as set forth in general procedures established by the Administration and/or in specific guidelines approved for the particular field trip.

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