

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

121-AR. FIELD TRIPS

A field trip should have well-defined objectives that actively involve the learner. These might include:

1. Introduction to new fields of knowledge.
2. Review and reinforcement of concepts that have been taught.
3. Integration of school and community relationships.
4. Opportunity for a class to plan and work together and develop appropriate behavior that will give insight into good citizenship.

Professional employees will submit a completed Field Trip Request Form along with detailed instructional plans related to the field trip to the building principal for approval at least three (3) weeks prior to the anticipated trip date.

Once approved by the principal, requests will be forwarded to the Assistant Superintendent for final approval. Final approval must be granted at least two (2) weeks prior to the anticipated field trip date.

Arranging The Trip

When making arrangements for a field trip, the professional employee will review Board policy and determine the following:

1. Number of students that can be accommodated.
2. Grade level of students planning to attend.
3. Number of chaperones required.
4. Safety precautions to be followed.
5. Meal arrangements – for all trips, cafeteria personnel will be notified of the number of students who will not be at lunch that day.

6. Rest room facilities.
7. Fees that might be charged.
8. Specific arrangements as to date, time, groupings and other details.

Arrangements With Parents/Guardians/Chaperones

1. Parental permission forms specific to the respective trip must be secured and distributed to parents/guardians.
2. Completed permission forms will be kept on file by the teacher-sponsor.
3. Chaperones must be contacted, confirmed and provided with relevant information.

Transportation

1. Deadlines and times for field trips are scheduled by the Transportation Department.
2. Time of departure and return should be verified with Transportation Department the day before planned trip.
3. Five (5) chaperones, including staff, per bus is the limit.
4. A staff member must be present on each bus.
5. A count must be taken on the bus at the site of the field trip and before the return trip.

Instructional Preparation

The educational integration of a field trip is clearly important. Two (2) instructional methods will be used to ensure the field trip becomes part of the learning process:

1. Class time will be devoted to explaining to the students the purpose of the field trip and their learning responsibilities. Specific tasks to be accomplished by the students should be made clear, such as note taking, related reading assignments, reports, tests, etc. Instructional activities should be presented before the trip to provide introductory materials to promote understanding of the intended concepts to be learned. Field trips should be designed to encourage discovery learning and/or to reinforce previously taught concepts.
2. After the field trip, instructional planning will include a review and discussion of the activity. The teaching strategy should include questions that promote inquiry learning and the transfer of previously learned concepts in responding to the objectives of the field trip.

Roster Of Attendees

Professional employees must submit a roster of all bus passengers, to include their names, addresses and telephone numbers, to the building principal at least two (2) days prior to the trip. The principal will notify other staff regarding field trip attendees.

Professional employees will retain copies of the rosters prepared for each bus.

Final Organization

1. Review agenda with class.
2. Make sure each student understands what to do in case of emergency and how important the behavior of each student is to the success of the trip.
3. Discuss orally the hazards that might be encountered, and the necessity for obeying safety rules.
4. Establish appropriate clothing standards and requirements.
5. Review behavior standards.
6. Complete the Field Trip Evaluation Form and return it to the building principal within one (1) week after completion of the trip.

Overnight Field Trips/Trips Outside Of Lancaster County

1. Overnight trips and/or trips outside of Lancaster County require the approval of the building principal, Assistant Superintendent of Curriculum and Instruction, and may require approval of the Board.
2. Requests must be made at least six (6) weeks in advance, unless unusual circumstances arise.
3. Requests must be accompanied by all necessary data including financial arrangements, insurance protection, days of absence from school, transportation arrangements, overnight accommodations, and provisions for adequate supervision.
4. Trips must be reviewed with parents/guardians.