

<p style="text-align: center;"><b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b></p>
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Section:                   PROGRAMS  
Title:                     FIELD TRIPS  
Date Adopted:           August 17, 1981  
Date Last Revised:     October 17, 2005

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**121.   FIELD TRIPS**

- .1     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, to the extent that they provide the most effective means for augmenting general curricular objectives of the school district, field trips can:
  - .11    supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
  - .12    arouse new interests among students;
  - .13    help students relate school experiences to the reality of the world outside of school.
  
- .2     For purposes of this policy, a “field trip” shall be defined as any journey by pupils away from the school premises, under the supervision of a school employee. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, staff members will be expected to consider the following factors in selection of field trips:
  - a.     value of the activity to the particular class groups;
  - b.     relationship of the field trip activity to a particular aspect of classroom instruction;
  - c.     suitability of the activity and distance traveled in terms of the age level;
  - d.     mode and availability of transportation;
  - e.     cost/fundraising plan;
  - f.     the total cost of the field trip, including substitute teachers; and
  - g.     Amount of time missed from school.

- .3 Field trips normally are classified into three major categories:
1. those which are of significant value to the educational program (curricular trip);
  2. those which are of special value or interest to an extracurricular group or organization (extra-curricular trip); and
  3. those, which are sponsored by or in connection with a community or civic, project (civic trip).

.31 Curricular Trip

Field trips, which are designed to stimulate student interest and inquiry and to provide opportunities for social growth and development, are considered to be an appropriate and worthwhile extension of the classroom.

.32 Extra Curricular Trip

Field trips that are of specific value or interest to an extracurricular group or organization.

.33 Civic Trip

Field trips, which are sponsored by or in connection with a community or civic project, may be permitted.

- .4 Field trips shall be under the general supervision of the Superintendent. The immediate planning shall be under the direct supervision of the building principal in cooperation with the sponsoring designated school employee.

.41 Upon presentation to the Board the sponsoring school employee will make himself/herself available to the Board at a work session to answer any questions regarding the field trip at the discretion of the building principal. The principal shall insure that an adequate number of chaperones accompany all field trips.

.42 The principal shall approve all chaperones.

.43 The principal shall submit a completed application for approval to the Superintendent at least five days prior to the field trip.

- .5 Board approval is necessary for those field trips which

.51 take students out of state, or

.52 require an overnight stay.

- .53 when determining whether to approve curricular trips, the Board should consider:
  - .531 the relationship of the event to the curriculum and the appropriateness of the event.
  - .532 the efforts and ability of the organization to obtain outside funding.
  - .533 the frequency of participation by the organization.
  - .534 the cost of funding the event.
- .6 The Superintendent shall approve all other field trips, except walking field trips.
- .7 Students on field trips remain under the supervision and responsibility of this Board, and are subject to its rules and regulations.
- .8 The Board does not endorse, support or assume responsibility in any way for any staff member of this district who take 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 the school grounds of the district without Board permission.
- .9 The Superintendent shall prepare procedures for the operation of a field trip which shall insure that:
  - .91 the safety and well being of students shall be protected at all times;
  - .92 parental permission is sought and obtained before any student may be removed from school for a field trip, except for walking field trips which require parental notification;
  - .93 the principal approves the purpose, itinerary and duration of each proposed trip;
  - .94 each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities which enhance its usefulness;
  - .95 the effectiveness of field trip activities is monitored and continually evaluated. This shall include consideration of cost as well as the amount of instruction time that is missed by students and staff members.