

SECTION: PROGRAMS

TITLE: STUDENT TRIPS

ADOPTED: March 8, 2010

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HAMBURG AREA SCHOOL DISTRICT

<p>1. Purpose Title 22 Sec. 4.4</p> <p>2. Definitions</p>	<p style="text-align: center;">121. STUDENT TRIPS</p> <p>The Hamburg Area School District recognizes the value and importance of well-planned and executed educational field trips. Field trips for the educational experience by class units or by the students of a particular instructional area are considered as part of the instructional program. Therefore, field trips arranged by teachers must have a sound educational value. Such trips must also consider the relative value of such a trip with reference to some other type of activity that might be equally worthwhile and less expensive.</p> <p>For the purposes of clarity and general understanding, the following words and/or terms, when referred to herein, shall have the following meanings, unless the context clearly indicates otherwise.</p> <p>Educational Field Trip shall mean a trip with a purpose to enhance the student's knowledge of, interest in, and/or appreciation of a particular concept or group of concepts related to the education objectives established as an integral part of the curriculum.</p> <p>Day Trip shall mean an anticipated activity will take place within the parameters of the school day or during an out-of-school period previously scheduled, but shall require the group to leave and return on the same day.</p> <p>Overnight Trip shall mean an anticipated activity that will involve the whole or parts of two (2) days and one (1) overnight.</p> <p>Extended Trip shall mean an anticipated activity that will involve a period of time involving two (2) or more overnight periods.</p> <p>Chaperone shall be a professional employee of the district or another responsible adult individual, at least twenty-one (21) years of age, preferably identified as a resident of the Hamburg Area School District and meeting with the approval of the building principal, delegated to ensure proper behavior of the students.</p>
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<p>3. Delegation of Responsibility Pol. 618</p> <p>SC 517</p>	<p>Each year as part of the regular budget adoption process, the Board will approve the expenditure of a budgeted amount of money to be expended during the fiscal year for the purpose of educational field trips. These funds will then be allocated by the Business Manager.</p> <p>Field trips are to be arranged with the full knowledge and consent of the principal before they are presented to the Superintendent. All overnight and extended trips must have prior Board approval. Approval of the Principal, the Superintendent, and for overnight and extended trips, the Board, should be secured before discussion in any detail with students.</p> <p>As a general rule, field trip requests shall be submitted sufficiently in advance of the proposed trip date to allow the Board to act on the approval of the field trip prior to the actual date of the event. However, the Board recognizes that there may be occasions when an opportunity for a field trip arises with relatively short notice and between regularly scheduled meetings of the Board. In such an event, the Board delegates to the Superintendent the authority to approve a field trip as a school-sponsored activity when the request for the trip is submitted after one regular Board meeting and the trip is scheduled to take place prior to the next regularly scheduled Board meeting. In granting this authority, the Board does not intend to circumvent the general rule. Trip sponsors and building principals remain responsible for submitting field trip requests in a timely manner to allow Board approval prior to the proposed trip wherever possible.</p> <p>The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds with Board permission.</p> <p>The building principal is to be aware of the plans for each year that each teacher hopes to implement before consenting to any plans. The principal must be especially alert to the possibility of students being taken on the same educational field trips by more than one (1) teacher in the same year or repeating the same experience in more than one (1) year. The principal should therefore make every effort to coordinate their plans for educational field trip experiences.</p>
<p>4. Guidelines</p>	<p><u>Overnight And Extended Trips</u></p> <p>Overnight trips must reflect an outstanding educational experience unique in the lives of the great majority of students at the time of participation. Student trips at times other than school time will be considered by the Board on an individual basis if educational value is evident.</p>

All out of state, overnight, and extended trips shall require prior Board approval. The exception provided above delegating authority to the Superintendent to approve field trips that are proposed to occur between Board meetings shall not apply to overnight and extended trips. Such trips require sufficient planning as to permit submission of the proposed field trip to the Board for approval prior to the proposed dates of the field trip.

Authorization Of Expenditure For Field Trips

The Superintendent of Schools is empowered and directed to authorize:

1. The expenditure of approved funds on behalf of the Board.
2. The hiring of necessary substitute staff within the guidelines contained within this policy.

The Superintendent will report to the Board at the next regularly scheduled meeting as part of informational items.

Expenditures that are to be included within these approved expenditures will include:

1. The actual cost of a contracted commercial carrier.
2. The estimated cost of district operated transportation. This estimate will include the actual cost of drivers (and their expenses) and an estimated cost per mile for the operation of the vehicle.
3. Actual cost of admission.

Substitute staff will be hired if necessary and will be paid through the general fund; however, this expenditure will not be deducted from the amounts authorized for expenditures for transportation; they will be credited to the substitute teacher account.

General Requirements

1. All trip requests must be made on proper forms.
2. All educational field trip requests must include a statement of the relationship of the trip to the curriculum of the school, specifically the educational assignment of the person requesting the trip. This statement must include the pre and post-teaching activities planned during the trip.

3. All educational field day trips should be within the distance that enables the student to leave the home school no earlier than 7:00 a.m. and return to the home school no later than 5:00 p.m. Trips that fall outside these deadlines may be approved by the Superintendent.
4. The Superintendent may develop and issue additional regulations as the need arises.

Chaperones

1. All chaperones must be approved by the building principal.
2. Each educational field trip must be accompanied by faculty and adult chaperones in accordance with the following recommended student ratios:
 - a. Grades K-4 - one (1) chaperone per ten (10) students.
 - b. Grades 5-8 - one (1) chaperone per fifteen (15) students.
 - c. Grades 9-12 - one (1) chaperone per thirty (30) students.

In any case, a minimum of one (1) faculty chaperone is required. The faculty member scheduling the trip shall be in charge.

3. Each overnight or extended trip must be accompanied by faculty and adult chaperones in accordance with the following recommended student ratios*:
 - a. Grades 5-8 – one (1) chaperone per ten (10) students.
 - b. Grades 9-12 – one (1) chaperone per fifteen (15) students.

Any trips with both male and female students will require both male and female chaperones.

**The Superintendent of Schools shall retain the authority to recommend to the Board a different student to faculty ratio based on certain conditions or circumstances associated with the overnight trip.*

4. A complete list of chaperones must be given to the administration prior to the trip; and any significant problems or changes of chaperones must be reported to the administration prior to leaving on the trip.

5. No educational field trip shall leave without the faculty member in charge, regardless of the number of chaperones. All chaperones, as well as the faculty member in charge, must be in attendance before the bus may leave.

Rules Of Conduct

1. The general rules of student conduct as set forth in the discipline policies of the Hamburg Area School District and the student handbook shall govern student conduct while on educational field trips.
2. The trip must be one for which the school district's insurance carrier will insure the district, its agents, employees, servants and chaperones for liability from any negligent act or omission under the policy of the district then in effect.
3. All students and chaperones are to be given a list of expectations and rules governing the trip and student behavior. This should be verbally covered as well in class before the trip.
4. Each field trip participant should be given an itinerary and an overview of the nature of the trip, points of emphasis and other such guides.
5. Parent/Guardian approval forms and medical releases shall be required of all participants. A careful roll check must be made prior to departure.
6. No small groups are permitted to leave the whole unless accompanied by a chaperone. No group is to be unattended.

Overnight And Extended Trips

Students traveling as part of an overnight or extended field trip shall be part of a group. Scheduled activities are group activities and the students are expected to participate. Minimum rules and regulations for overnight and extended field trips are in addition to the rules governing student conduct as contained in additional policies of the Hamburg Area School District and the rules governing day trips and are as follows:

1. The selection of dining and entertainment facilities should be sensitive to the resources and impressions of the age group.
2. No student shall be permitted to leave the tour or group activity to undertake any personal activity.

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3. No student is permitted to rent a bicycle, moped, motorcycle, motor vehicle, or vehicle of any kind.
4. No male student shall be permitted in female student rooms and vice versa. Periodic, unannounced room inspections by a chaperone of the same sex as the students in an assigned room shall be conducted to police this rule.
5. There shall be a general curfew on all Hamburg Area School District overnight and extended field trips after 11:00 p.m. and all students must be in their assigned rooms in their hotel or other residence after 11:00 p.m. and shall remain in their assigned rooms until students are scheduled for breakfast the next morning. (In the event of scheduled activity past 11:00 p.m., the curfew shall begin when the students arrive back at their hotel or residence). A chaperone of the same sex as the students in an assigned room shall conduct periodic, unannounced room inspections to police this rule.
6. Students are expected to respect the rights and privacy of other guests at the hotel or residence and shall keep the noise down after 10:00 p.m.
7. A chaperone of the same sex as the students in an assigned room shall arrange to have a room on the same floor as the students and in an adjacent room wherever possible.
8. Students are required to participate in all group activities, such as sightseeing and excursions.

During any free time periods, students are required to remain under the supervision of the trip advisor, or other adult chaperone and to follow his/her directions. Students are not permitted to go off alone during free time periods.

Small group activities may be planned during free time periods, provided that all small group activities are supervised by the faculty member or other adult chaperone.

9. Any student found to have violated the rules and regulations governing student conduct on an educational field trip, including overnight and extended trips, shall be disciplined according to the rules governing student conduct, including but not limited to the rules governing conduct on overnight and extended trips.

10. Any student who violates the rules and regulations governing students' conduct while on overnight or extended field trips, in addition to any other disciplinary action taken in accordance to the rules and regulations governing student conduct, may be prohibited from participating in any subsequent educational field trip for the remainder of the school year.

11. Luggage, personal items, and rooms are subject search at any time.

These rules and regulations are designed to maintain student safety while traveling on district-sponsored overnight or extended field trips. They must be taken seriously by all students participating in the overnight or extended field trip. Participation in an overnight or extended field trip is a privilege extended to students and places students in a very important and responsible position. By granting permission, students' parents or legal guardian(s) are demonstrating great faith and trust in the student, and the students must be prepared to accept this responsibility. Students must recognize that they are not only representing the Hamburg Area School District but their families and hometown as well. Overnight and extended field trips provide a great educational experience to the students and they should be prepared to enthusiastically participate.

Requiring children to obtain permission from parents/guardians before embarking on an educational field trip is no defense against the charge of negligence. Reasonable prudence and responsibility must be shown. Preparation such as the securing of adequate supervision over the students, preliminary discussion of the purpose of the trip, and special instruction before the excursion are in order.

Extracurricular Activities, Athletics, And Class Trips

This policy applies to all types of student trips.

References:

School Code – 24 P.S. Sec. 510, 517

State Board of Education Regulations – 22 PA Code Sec. 4.4

Board Policy – 231, 618