

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
8/27/09	2001 of 2/20/97	121.1

Title: Classroom Extensions

Purpose: The purpose of this policy is to provide guidance to the administration and professional staff for the development of classroom extension guidelines, recognizing that such trips, when integral to the curriculum, are educationally sound and important components of the instructional program.

Reference: The current version of Administrative Procedure 121.1 on Classroom Extension Guidelines is to be used in conjunction with this policy.
Board Policy 908.2 titled School Volunteers is relevant to this policy.

Definitions: A student classroom extension is any journey away from school premises, under the supervision of a teacher or other School District representative(s), which is an integral part of an approved course of study and conducted to afford a first-hand educational experience that would otherwise not be possible in the classroom.

Properly planned and executed classroom extensions can:

1. supplement and enrich classroom learning;
2. arouse interest and motivation to learn among students;
3. help students relate academic learning to the reality of the world outside of school;
4. introduce and connect community resources to the schools – such as cultural, natural, commercial, governmental and educational resources;
5. afford students the opportunity to study real things and real processes in their actual environment; and
6. assist teachers in using a variety of modalities of instruction.

Process:

Prior to planning a classroom extension, teachers must consult with the building principal or his or her designee regarding the educational merit and practicality of the proposed trip and refer to Administrative Procedure 121.1, titled Classroom Extension Guidelines.

Factors to be considered for approval include:

1. the scope, duration and timing of the trip;
2. the impact on the instructional process; and
3. the availability of funds and whether this trip constitutes a prudent use of available funds.

The principal shall:

1. approve or disapprove the educational purpose, itinerary and funding plan for each trip;
2. if approved, ascertain that the trip is properly planned, integrated with the curriculum, and followed up by appropriate activities which enhance its usefulness;
3. if approved, ascertain that the safety and well-being of students and staff will be protected at all times during the trip;
4. ensure that no student shall be denied participation in an approved trip due to financial constraints; and
5. ensure that details of the trip are properly communicated to parents or guardians and staff members and that School District permission forms are properly secured for each student attendee.

Overnight classroom extensions must have prior approval of the Board of School Directors and approval must be received by the sponsoring teacher or School District representative prior to students being notified. A sufficient number of male and female chaperones must accompany students on overnight extensions. An administrator may also be required to attend certain overnight classroom extensions. The school principal will determine the adequate ratio of chaperones to students. All chaperones must comply with Board Policy 908.2 titled School Volunteers with respect to required clearances.

The School District does not endorse, support, or assume responsibility in any way for any staff member who unilaterally takes students on classroom extensions not approved by the School Board or Chief Executive Officer or Superintendent. No staff member may solicit Pennsbury students for such trips within School District facilities or on School District grounds without permission from the Board of School Directors, the Chief Executive Officer or Superintendent.

The administration reserves the right to refuse student participation based on discipline and/or academic reasons.

Students on classroom extensions remain under the supervision and responsibility of the Board of School Directors and are subject to its rules and regulations.

Transportation: Obtaining transportation for classroom extensions shall be the responsibility of the sponsor in charge of the activity. Private automobiles should not be used unless absolutely necessary, and only with the permission of the school principal and parents.

Use of Pennsbury buses and drivers is the preferred mechanism for providing transportation for classroom extensions and shall be arranged through the transportation office. Commercial buses may not be used when Pennsbury buses are available. The transportation office will maintain a list of approved commercial providers to be used for classroom extensions when Pennsbury buses are not available to provide the service.

**Insurance
Responsibility:**

Except as set forth below, the Pennsbury School District will not provide medical and accident insurance coverage for students. Annually, the School District shall make available a student accident insurance policy which may be purchased directly by the student or his or her parents or guardians. The availability of such insurance shall be made known to students, parents and guardians at the start of each school year.

Additionally, the School District will not assume liability for any medical costs, which may be incurred by a student while in the School District or while traveling outside the School District on an approved activity or classroom extension. Parents or guardians shall be liable for any medical costs incurred by the student while participating in any such activity.

The student shall present a signed release form to the proper school authorities prior to participating in any school-related travel or classroom extension activity.

The release form shall include the following information:

1. information to the parents or guardians relative to the fact that, beyond existing liability insurance, the School District is not providing medical or health insurance coverage for the activity referenced. Additionally, that the parents or guardians authorize school authorities to act in loco parentis in determining the nature of any medical treatment for the student while participating in the activity or event;
2. information and space for the parents or guardians to sign in acknowledgement of such notification and will accept any liability

for medical costs incurred while the student is participating in the activity or event;

3. the student's name, parents' or guardians' signatures, the activity, and dates and times of same; and
4. the responsible School District employee's name for that activity and telephone number for the parents or guardians to call for further information.

Failure of the parents or guardians to comply with this section of the policy shall preclude the student from participating in the planned activity.

Responsible

Administrator: Assistant Superintendent of Curriculum and Instruction