

Book	Policy Manual
Section	100 Programs
Title	Field Trips
Number	121
Status	Second Reading
Legal	2. Pol. 105 3. Pol. 103.1 4. Pol. 113 5. Pol. 210 6. Pol. 210.1 7. Pol. 805 <a href="#">24 P.S. 510</a> <a href="#">24 P.S. 517</a> Pol. 000
Adopted	June 15, 2015
Last Revised	March 21, 2016
Last Reviewed	November 19, 2018

### **Purpose**

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. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

### **Definition**

For purposes of this policy, a **field trip** shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

### **Authority**

The Board shall **be notified of all in district trips after being approved by the Building Principal and Superintendent.** ~~approve annually a list of potential field trips that are scheduled outside of the school district.~~ All proposed field trips not listed must be approved individually by the Board.

**In addition, all trips either outside of the district and/or overnight shall be approved individually by the Board.**

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

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 without Board permission.

### **Guidelines**

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[2]

5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

#### Trip Cancellation/Postponement

The district's concern for the safety and well-being of its students on field trips requires the implementation of the following provisions:

1. When circumstances dictate, the district reserves the right to cancel or postpone field trips of any nature.
2. Parents/Guardians maintain the right to prohibit their children from attending field trips.
3. Students withdrawn from trips by their parents/guardians shall not be subject to academic and/or extracurricular discipline.
4. Any monetary losses incurred by the cancellation or postponement of trips shall be at the individual's or family's risk.

#### Security Alert Codes

To further guide the Board in its decision-making process, the Board shall cancel or postpone all field trips when the nation shall be placed on a "Red" security alert. The district shall take necessary action based on the circumstances present when other security alert codes shall be implemented.[7]

#### Administration of Medication

The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.[3][4]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[5][6]

Last Modified by Michele Bloch on November 20, 2018