



Book	Policy Manual
Section	100 Programs
Title	Field Trips
Code	121
Status	Active
Adopted	January 28, 2013
Last Revised	November 4, 2019

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 district professional employees.

Authority

The Superintendent or designee shall approve all field trips for grades K-12.[\[1\]](#)

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

Out-of-state and overnight field trips shall be approved by the Board.

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.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for the operation of field trips.

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. Field trips will be approved only if it can be demonstrated through appropriate lesson planning that it contributes to the achievement of specified instructional objectives.
8. All students enrolled in the course of planned instruction have the opportunity to participate in the field trip.
9. Students with disabilities shall be provided with the appropriate services and staff to enable them to participate in the field trip, as determined by their Individualized Education Program (IEP).

All field trip requests should be submitted to the building principal's office at least three (3) weeks in advance of the designated trip.

When appropriate, participating students may also be requested to contribute to the cost of field trips.

When participating in a field trip imposes a financial hardship on a student, the school district may assume the cost.

Legal	1. 24 P.S. 517
	2. Pol. 105
	24 P.S. 510
	Pol. 000
	Pol. 103.1
	Pol. 113
	Pol. 210
	Pol. 210.1