



Book	Policy Manual
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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 approve annually a list of potential field trips. All proposed field trips not listed must 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.

Delegation of Responsibility

It shall be the responsibility of the planning teacher to make a formal written request to the building principal and, if approved, forward it to the Transportation Coordinator for approval prior to the contemplated trip.

It shall be the responsibility of the teacher-sponsor to develop detailed instructions and plans for each field trip and to submit the same to the Superintendent for approval.

Written permission shall be obtained from parents/guardians on such form provided by the Superintendent. If the field trip shall extend beyond school hours, parents/guardians shall be notified of the change of time.

Guidelines

The educational value of well planned and properly executed field trips shall be anticipated and coordinated to the planned instruction to which it relates.

Field trips are to be scheduled depending upon availability of buses.

Field trips are to be limited to forty-five (45) miles one-way, unless specifically authorized by the Board.

All class trips shall be limited to one (1) day. Trips taken by classes in the school district shall have a clearly stated purpose and planned agenda which accounts for all time away from the school district. The purpose of the trip shall be stated in writing and an agenda shall be prepared for administrative approval at least thirty (30) days before the trip is to be taken.

Extended cultural travel for students such as those to Rome, England, etc., are recognized by the Board. The Board, also recognizing that regular attendance of students and teachers is important, makes the following stipulations:

1. That extended cultural travel be limited to senior high school students.
2. That these trips be of cultural, historical or educational significance.
3. That trip plans must have prior approval by the administration.
4. That no teacher shall be permitted to sponsor more than one (1) extended cultural trip

every other year.

5. That all trips sponsored by teachers be related to the teacher's field of preparation.
6. That at least ten (10) students must be registered for a trip before a teacher will be relieved from duty to sponsor such a trip.
7. That adequate number(s) of chaperones shall be maintained.
8. That trips of more than one (1) day are approved by the Board and that proper liability coverage for all participants is guaranteed.
9. That trip will be limited to travel time outside the term of the school year.

Educational trips not specifically covered by this policy will be planned in cooperation with and on approval of the individual building principals. These plans will be submitted to the Superintendent for final action by the Board at least thirty (30) days prior to the date of departure.

The district shall permit and authorize students to represent the district in national contests and competitions, provided that the following guidelines are followed:

1. The student(s) must be affiliated with an official school activity included in the normal curricular or extracurricular program.
2. The student(s) must earn the right to participate through a competitive process that would include events at the local, district, regional or state levels.
3. The Board must approve all contest trips in excess of one (1) day.
4. A faculty advisor/coach is permitted to accompany contestant(s) to a national competition, without loss of pay or personal days. Approval is subject to the availability of a substitute and is limited to a maximum of five (5) days.
5. Organizations with fundraising capabilities shall be permitted to use these funds, with administrative approval, to finance participation by qualified student contestants and their advisor/coach in recognized national competitions. Documentation of all expenditures must be accurately maintained and submitted to the Business Manager immediately upon return from the event.
6. The district assumes no financial obligation, beyond the cost of a substitute teacher, for any contestant and advisor/coach participating in a competition above the state level.

Sunday Policy

The Board believes that Sundays provide time and opportunities for activities outside of the school environment and for a time when students should have one (1) day in the week set aside for nonschool-related activities, rest or recreation and be free from school functions. The Board prohibits the conduct of activities on Sundays of school-related functions during the school year except as follows:

1. Events, competitions or activities that require participation in order to advance to the next level of competition.
2. Any school-related organization may choose one (1) Sunday for an activity such as a trip,

convention, conference or seminar per year that is related to the organization's purpose.

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.[1][2]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[3][4]

Last Modified by Jessica Root on May 22, 2015