HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: February 18, 2004
REVIEWED: January 5, 2009
REVISED: March 8, 2010
February 10, 2025

121. FIELD TRIPS

1. Purpose
SC 1361

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 accomplish the following:

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.

2. 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.

3. Authority
SC 517, 1361

The Board authorizes local area field trips offered during school hours, which are included in approved planned instruction, subject to the building principal's approval. All field trips outside the metropolitan Pittsburgh area and/or overnight field trips must be recommended by the building principal and individually approved by the Superintendent, and reported to the Board in a timely fashion. International Field Trips must meet additional specified criteria outlined below.

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 that have not been approved. No staff member may solicit district students for such trips within district facilities or on district grounds without permission from the Superintendent.
4. Delegation of Responsibility	The Superintendent or designee shall prepare and implement procedures for operation of field trips, which shall be disseminated in faculty handbooks.
5. Guidelines School Code 517, 1361	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. Parent or guardian permission 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. 5. The effectiveness of field trip activities is monitored and evaluated continuously. 6. Teachers, with the approval of the building principal, 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. <u>School District Sponsored International Field Trips</u> *Approval Process* 1. School district employed field trip sponsors contemplating travel outside of the United States must present a preliminary request to the Superintendent at least twelve (12) months prior to the anticipated departure. The preliminary request should include vendor specifications, contracts and itineraries. 2. The Superintendent will provide the Board with a recommendation regarding international trips. The recommendation will take into account associated circumstances and any travel warnings or cautions issued by the Department of Homeland Security. Board-approved trips will be subject to change when the Department of Homeland Security National Terrorism Advisory System

issues an alert that may affect the trip. When or if this alert occurs, the Board may decide not to sanction or endorse the trip. Parents/Guardians must be informed of this possibility at the time of registration.

3. Prior approval by the Board and Superintendent is required for international field trips. No deposits or reservations will be made for such field trips before approval.

4. Student participation in school district sponsored international field trips shall be permitted only for students enrolled in the district.

Fundraising

1. School district employed sponsors must submit to the Superintendent or designee a schedule of fundraising activities along with proper licenses, if necessary, within two (2) months after Board approval. All vendor rebates, concessions and other considerations must be used to reduce student participant costs, where possible.

2. All expenses for international field trips shall be borne by students and their parents/guardians, including expenses for travel to and from the district.

3. The district and any chaperones shall not be held responsible for any monies which are held by the travel agent as a result of cancellation due to international events or natural disasters.

Insurance and Emergency Treatment

School district employed sponsors, students, employees and chaperones participating in international field trips must be covered by their own health insurance policy. In addition, students participating in such field trips must provide an emergency treatment waiver signed by the parent/guardian, which includes emergency telephone numbers, insurance policy numbers, and other necessary data.

Criteria for Vendors of Travel Services

Vendors of travel services for international trips must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.

	Follow-Up Actions The school district employed sponsor will submit a summary written report and detailed financial account to the Superintendent within one (1) month after the return of the student group. The Superintendent or designee will monitor the frequency of international trips to ensure equitable opportunity for different student groups to make such trips.