



Title: **Field Trips**

Code: 121

Book: Policy Manual

Section: 100 Programs

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:

- Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
- Arouse new interests among students.
- Help students relate academic learning to the reality of the world outside of school.
- Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
- 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 or deny annually a list of potential field trips. All proposed field trips not listed must be approved or denied individually by the Board.[\[1\]](#)

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

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. The Superintendent may, in situations where such field trips are identified and where the date of the trip falls between regularly scheduled Board meetings, approve such field trips within budgetary limitations and obtain Board approval at the next regularly scheduled Board meeting.

Guidelines

Field trips shall be governed by guidelines which ensure that:

- The safety and well-being of students will be protected at all times.

- Permission of the parent/guardian is sought and obtained before any student may participate.
- The principal approves the purpose, itinerary and duration of each proposed trip.[\[2\]](#)
- Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[\[3\]](#)
- The effectiveness of field trip activities is monitored and evaluated continuously.
- Teachers are allowed flexibility and innovation in planning field trips.
- No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Students' personal belongings shall be checked by teachers or district employees prior to departing for the field trip and on the return trip home as this would be considered a school-sponsored activity and falls under all school district guidelines for search.

Adopted: **October 21, 1981**

Last Revised: **September 16, 2014**

Legal References:

- [1. 24 P.S. 517](#)
 - [2. 22 PA Code 4.4](#)
 - 3. Pol. 105
 - [24 P.S. 510](#)
 - Pol. 000
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