



Book	Policy Manual
Section	100 Programs
Title	Field Trips
Number	121
Status	Active
Adopted	February 13, 2012
Last Revised	October 22, 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 approve all field trips.

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

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.[\[1\]](#)
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.

Student Trips Abroad

It is the opinion of the Board that under certain conditions, trips to a foreign country can constitute a valuable learning experience for senior high school students.

The Board will give approval for trips of this nature provided that the following conditions are met by any professional employee(s) or organization(s) sponsoring such a trip:

1. Approval for trips abroad in any school year will be subject to the following limitations:
 - a. Only one (1) group from a high school department can take a trip abroad.
 - b. A maximum of three (3) groups from the high school at large representing three (3) different disciplines or subject areas may be granted approval for a trip abroad.
2. The Board is under no financial obligation to defray any expense for students or chaperones or district staff members making a trip abroad. District staff members will receive their normal daily stipend during the trip abroad.
3. The itinerary for the trip can include up to a maximum of ten (10) school days.
4. All students involved in the trip must be approved by the faculty trip sponsor and the high school principal or designee members of the 10th, 11th, or 12th grades; and students in good standing in the school.
5. When feasible, the trip should be planned in conjunction with another school district.
6. For groups of up to and including twenty (20) students there is to be at least one (1) chaperone in addition to a faculty member sponsoring the trip. A faculty sponsor of the trip should make every attempt to obtain a chaperone of the opposite sex.

For a group involving more than twenty (20) students there is to be one (1) additional chaperone

for each additional group of from one (1) to ten (10) students.

A chaperone must be either a parent/guardian of one of the students in the trip group or an adult as approved by the administration and Board.

7. The lodging, food, and travel costs for the chaperone(s) must be paid for by the group taking the trip.
8. The sponsor of the trip must submit a written request to the high school principal for tentative approval at least one (1) #year prior to the trip departure date.

This written request must include the purpose of the trip, tentative trip itinerary, approximate number of students, and estimated cost per individual student.

9. Within three (3) months after the sponsor has received tentative approval from the high school principal s/he must submit a written request to the principal which is to be presented to the Board. This written request must include the trip itinerary with accompanying dates, purpose of the trip, number of students involved and grade level, signed parental approval forms, a financial statement including the cost to the student, procedures for funding the trip, and names of possible chaperones.
10. The high school principal shall submit this request for the trip abroad to the Board for consideration at the next Board meeting following receipt of the written request. If Board approval is granted, it will be under the provision that all policy regulations had been fulfilled prior to the time of trip departure.
11. In the event of a last minute unforeseen situation subsequent to Board approval which involves a deviation from this policy, final approval for the trip will be at the discretion of the high school principal and the Superintendent.
12. The high school principal will make a progress report concerning the trip at the monthly Board meeting preceding the trip departure date.
13. Within a reasonable period of time during the school year in which the trip was conducted, the trip sponsor is to submit a written summary regarding the trip which is to be included in the monthly report made by the Superintendent to the Board. It is highly recommended that the trip sponsor aided by some of the students also render an oral report concerning the trip at a Board meeting.

Legal
1. 22 PA Code 4.4
24 P.S. 510
24 P.S. 517
Pol. 000

Last Modified by Tammy L Shedden on October 17, 2018