

Book	Policy Manual
Section	100 Programs
Title	Field Trips
Code	121
Status	Draft

### **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 for extending and enriching their learning.

### **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**

1. The Board shall approve any overnight trip and/or out-of state trip in advance of the trip.
2. The Superintendent or designee shall develop procedures for all educational field trips and shall approve all daytime field trips that are in-state.
3. Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.
4. 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.
5. All travel tours and trips, including out-of-country, are not covered by this policy and are not district/school sponsored.

### **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. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

### **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.[2][3]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[4][5]

Legal

1. Pol. 105
  2. Pol. 103.1
  3. Pol. 113
  4. Pol. 210
  5. Pol. 210.1
- [24 P.S. 510](#)  
[24 P.S. 517](#)