



**SECTION: PROGRAMS**

**POLICY: 121**

**TITLE: FIELD TRIPS**

**ORIGINAL:** October 23, 2017

**CURRENT REVISION:** December 7, 2020

**LAST REVIEWED BY THE COMMITTEE:**

**I. PURPOSE**

- A. 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:
  - a. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
  - b. Introduce to students resources of the community, such as natural, cultural, industrial, commercial, governmental, and educational.

**II. DEFINITIONS**

For purposes of this policy, a field trip shall be defined as any trip by students away from school premises, under the supervision of a teacher or District employee, that is an integral part of an approved course of study and conducted as a first-hand educational experience not available in the classroom. A field trip may be taken during the time parameters of the school day and may take place beyond the school day if the trip arises out of an extracurricular program or a curricular program.

**III. POLICY**

- A. The Board authorizes principals to approve appropriate field trips in accordance with this policy. If a field trip exceeds a 50-mile radius or requires an overnight stay, Board approval of the field trip is required.
- B. Field trips should generally be limited to one or two per grade for grades K-8.
- C. Field trips should be appropriate for the students' grade level.
- D. Students on field trips remain under the supervision and responsibility of District personnel and are subject to the rules and regulations of the Board.
- E. The Board does not endorse, support, or assume responsibility in any way for any District employee who takes students on trips not approved in accordance with this policy.
- F. Administration of Medication
  - a. If a student with a specified medical requirement is participating in a field trip, arrangements shall be made in advance to transport, dispense and/or administer approved medication.
  - b. Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.

G. Field Trip Chaperones

- a. Chaperones other than District employees are considered volunteers and are therefore required to submit to background checks required for volunteers pursuant to law and Board policy.

**IV. DELEGATION OF AUTHORITY**

- A. The Superintendent or designee shall develop administrative guidelines regulating field trips that shall ensure that:
  - a. The safety and well-being of students shall be protected at all times.
  - b. Parental permission is sought and obtained before any student may be removed from school for a field trip.
  - c. The principal approves the purpose, itinerary, and duration of each proposed trip.
  - d. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities to enhance its usefulness.
  - e. The effectiveness of field trip activities is monitored and continually evaluated.
  - f. Teachers - with the approval of the principal - are allowed a considerable degree of flexibility and innovation in planning field trips.
  - g. The cost of the trip must be accessible to a majority of the students eligible. Provisions should be made by the staff sponsor to provide financial assistance so that students of all economic backgrounds are able to participate, without additional costs to the other students.

**V. REFERENCES**

Pol. 105  
Pol. 210  
Pol. 210.1  
Pol. 806  
Pol. 902  
24 P.S. 510  
24 P.S. 517  
24 P.S. 1361