

Book	Policy Manual
Section	100 Programs
Title	Field Trips
Number	121
Status	First Reading
Legal	1. 24 P.S. 517 2. Pol. 105 3. Pol. 103.1 4. Pol. 113 5. Pol. 210 6. Pol. 210.1 24 P.S. 1850.1
Last Revised	April 20, 2018
Last Reviewed	April 20, 2018

Purpose

The **Joint** Operating Committee 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 school. **Properly planned and executed field trips can:**

1. **Supplement and enrich classroom learning by providing educational experiences in an environment outside the school.**
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 employee of the school.**

Authority

The **Joint** Operating Committee shall approve annually a list of potential field trips. All proposed field trips not listed must be approved individually by the **Joint** Operating Committee.

Students on field trips remain under the supervision and responsibility of **the Joint** Operating Committee and are subject to its rules and regulations.

The **Joint** Operating Committee does not endorse, support nor assume responsibility in any way for any staff member who takes students on trips not approved by the **Joint** Operating Committee **or Director**. No staff member may solicit students for such trips within **school** facilities or on school grounds without permission **of the Joint** Operating Committee.

Delegation of Responsibility

The Director **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 building administrator 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.[2]**
- 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.**

Administration of Medication

The Joint Operating Committee 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.
[3][4]

Medication shall be administered in accordance with applicable laws, regulations, Joint Operating Committee policies and school procedures.[5][6]