

PENN MANOR SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: February 8, 1999

REVISED:

| 121. FIELD TRIPS | |
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| 1. Purpose SC 1361 | <p>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.</p> <p>The curriculum is enriched by involving teachers and students in field trips which are of educational value and related directly to the instructional program of the planning teacher.</p> |
| 2. Definition | <p>For purposes of this policy, a field trip shall be defined as any activity outside the routine school experience which necessitates the students and teacher leaving the school grounds.</p> |
| 3. Authority | <p>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.</p> |
| 4. Delegation of Responsibility | <p>It shall be the responsibility of the teacher sponsor to submit to the building principal, a formal written request on forms provided by the school district for each educational field trip, along with detailed instructional plans written for each field trip experience at least three (3) weeks prior to the anticipated trip date.</p> <p>It is the responsibility of the building principal to evaluate each field trip request and to approve or reject these requests based on the planned expected outcomes. Also, it is the responsibility of the building principal to limit trip approvals to the budgetary limitations established by the Board. All approved field trip requests must then be forwarded to the Administrative Assistant for Curriculum and Instruction for final approval. This must be done at least two (2) weeks prior to the anticipated field trip date.</p> |
| 5. Guidelines | <p>School related clubs and/or organizations may, from time to time, pay the expenses for field trips. In all cases, when trips are taken during the course of a school day or when such a field trip is in any way planned and/or organized by district personnel, compliance with all steps of the Penn Manor School District Field Trip Policy is essential.</p> |

When a school related organization (i.e. P.T.O., P.T.A., Booster Club, etc.) is providing transportation funds for a district approved field trip, the district shall make necessary busing arrangements. Billing for the bus or buses shall be made directly to the school district who will verify the charges and then submit to the sponsoring organization for payment. Clubs and organizations shall make payments directly to the bus contractors. At no time shall these funds go through district accounts.

Written permission to participate in field trip experiences must be obtained from the parent or legal guardian of each student. These signed permission slips shall be kept on file by the teacher-sponsor. Parents should be notified before each field trip.

Transportation for field trips shall be provided by district owned vehicles or contracted carriers unless otherwise provided for by the building principal.

Suggested Field Trip Time Limitations

1. Primary Students, (K, grades 1, 2, & 3) - All field trips shall be completed during the student's regular instructional school day.
2. All Students - The time spent at the field trip destination shall be no less than the time spent traveling.
3. The administration reserves the right to refer any field trip requests to the Board.

Chaperones Required Field Trip and Other Extra Curricular Events

The school district requires chaperones be assigned in accordance with the following guideline:

1. Teachers should take along the number of chaperones to adequately supervise the students.
2. Teachers are responsible for bringing and administering authorized student medications.

Student Trips Outside Of Lancaster County

1. Requests for out-of-county trips must be submitted in writing to the building principal.

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2. Such requests shall include all necessary data including financing arrangements, insurance protection, days of absence from school, transportation, overnight accommodations, and provisions for adequate supervision.
3. Permission slips from parents will be required for each participating student.
4. The school district is not liable nor responsible for the transportation supervision, nor conduct on the student trips.