

PENN MANOR SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: September 13, 2010

REVISED:

	121. FIELD TRIPS
1. Purpose	<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. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> 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.
2. Definition	<p>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.</p>
3. Authority	<p>All proposed field trips must be approved individually by the Assistant Superintendent for Curriculum and Instruction.</p> <p>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.</p> <p>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 Superintendent or designee. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.</p>

<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations for the operation of field trips.</p> <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 educational value. It is also 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 Assistant Superintendent for Curriculum and Instruction for final approval. This must be done at least two (2) weeks prior to the anticipated field trip date.</p>
<p>5. Guidelines</p>	<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 Board policy is essential.</p> <p>When a school-related organization (i.e. PTO, PTA, 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.</p> <p>Written permission to participate in field trip experiences must be obtained from the parent/guardian or each student. These signed permission slips shall be kept on file by the teacher-sponsor. Parents/Guardians should be notified before each field trip.</p> <p>Transportation for field trips shall be provided by district-owned vehicles or contracted carriers unless otherwise provided for by the building principal.</p> <p><u>Suggested Field Trip Time Limitations</u></p> <ol style="list-style-type: none"> 1. Primary students (grades K-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

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

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.
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/guardians shall 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.

References:

School Code – 24 P.S. Sec. 510, 517

State Board of Education Regulations – 22 PA Code Sec. 4.4

Board Policy – 000