

# PLUM BOROUGH SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: May 25, 1999

REVISED: April 30, 2013

121. FIELD TRIPS	
1. Purpose SC 1361	<p>The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"><li>1. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.</li><li>2. Arouse new interests among students.</li><li>3. Help students relate school experiences to the reality of the world outside of school.</li><li>4. Bring all the resources of the community such as natural, artistic, industrial, commercial, governmental, and educational within the ambit of a student's learning experience.</li><li>5. Afford students the opportunity to study real things and real processes in their actual environment.</li></ol>
2. Definition	<p>For purposes of this policy, a <b>field trip</b> shall be defined as any journey by pupils away from the school premises, under the assigned supervision of teachers, according to the number of classrooms attending and which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom to include any planned travel activity which supplements or enriches the classroom curriculum. Special requests will be considered for student organizations/groups, which provide enrichment education opportunities for students on an individual basis.</p>
3. Authority	

<p>4. Delegation of Responsibility</p>	<p><u>Overnight Field Trips</u>  <del>The Board shall have the authority to approve semi annually a list of potential overnight field trips. All proposed field trips not so listed must be individually approved by the Board.</del></p> <p>Due to the limited time structure of some academic and extracurricular competitions and the W.P.I.A.L and P.I.A.A. play-offs, the Superintendent of Schools or Designee representing the Board of Education, will need to grant permission. Signed permission slips must be returned to the coach/sponsor, who in turn, will submit them to the Athletic Director/Principal.</p> <p><u>Overnight field trip requests are to be submitted well in advance of the trip.</u>  <u>Overnight field trip requests shall be approved by October 30 if the trip is occurring in the first semester or January 15th for the second semester. All proposed overnight trips not so listed must be individually approved by the Board.</u> The Superintendent or Designee has the authority to approve all other field trips.</p> <p>For overnight field trips it is strongly recommended and encouraged that there be a minimum of one (1) adult chaperone for every six-eight (6-8) elementary students and one (1) adult chaperone for every twelve-fifteen (12-15) secondary students attending. One (1) teacher will be assigned to each grade level classroom attending. Such teacher(s) will have complete authority over the field trip in accordance with Section 3, Authority. For overnight field trips and all elementary trips, the District will <u>endeavor to</u> send a nurse or EMT when medically necessary.</p> <p><u>Guidelines</u>  Students on field trips remain under the supervision and control of this Board or its designees assigned by the building principal. Students are required to comply with all rules, regulations, laws, and policies of this Board and are subject to the same discipline, including suspension and expulsion, as though they are on school property.</p> <p>The Superintendent shall prepare procedures for the operation of all field trips which shall include the following:</p> <ol style="list-style-type: none"> <li>1. The safety and well-being of students shall be protected at all times. In the event of an emergency, the nurse/EMT or supervising adult will provide appropriate emergency treatment including transportation to a medical facility.</li> <li>2. Parent/Guardian permission shall be obtained before any student may be absent from school or the district for a field trip. In addition, a Medical Care Form must be completed and signed by the parent/guardian prior to the date of the field trip</li> </ol>
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<p>School Code 517, 1361</p>	<p>including all overnight trips.</p> <ol style="list-style-type: none"><li>3. The principal shall approve the purpose, structured itinerary and duration of each proposed trip. One (1) teacher will be assigned to each grade level classroom attending. Such teacher(s) will have complete authority over the field trip in accordance with Section 3, Authority.</li><li>4. Each field trip shall be properly planned, integrated with the curriculum, and followed up by appropriate activities, which enhance its usefulness.</li><li>5. The effectiveness of the field trip activities shall be monitored and continually evaluated.</li><li>6. The principal shall document the effectiveness of the trip with the sponsor at the conclusion of the trip.</li><li>7. All requests for field trips need to be given to the principal at least one (1) month prior to the trip.</li></ol> <p><u><a href="#">Please refer to AR-121 Chaperon Responsibilities</a></u></p>
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