

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: 10/04/65

REVISED: 06/04/79, 05/26/09, 1/11/10,
10/13/14

121. FIELD TRIPS	
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. 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 school experiences to the reality of the world outside of school. 4. Introduce students to resources of the community, 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 an approved course of study, 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>The Education Committee will review annually a list of potential field trips. All field trips will be individually approved by the Superintendent or his/her designee.</p> <p>Students on field trips remain under the supervision and responsibility of the Board of School Directors or its designee and are subject to its rules and regulations. Any student whose conduct on an educational trip is in violation of District rules or regulations shall be disciplined accordingly and may be denied the privilege of participation in future trips.</p> <p>The Board does not endorse, support or assume responsibility in any way for any district staff member who takes students on trips not approved by the Superintendent or his/her designee. No staff member may solicit district students or faculty members for such trips within its facilities or on district grounds without the Superintendent's,</p>

121. FIELD TRIPS - Pg. 2

<p>4. Delegation of Responsibility</p>	<p>or his/her designee's, permission.</p> <p>The Superintendent or his/her designee shall prepare and implement procedures for the operation of a field trip.</p> <p>The classroom teacher, coach, or advisor will make all necessary pre-arrangements for field trips as follows:</p> <ol style="list-style-type: none">1. Review Field Trip #121-AR and follow all procedures.2. Fill out and submit to the Director of Support Services, at least fifteen (15) days in advance, the four (4) part application for Approval of School Bus Transportation SL-5130.2-1-77.3. If necessary, acquire chaperones or additional help for supervision of students. The number of chaperones permitted for supervision of students on school district approved trips, exclusive of the staff members involved in the activity, shall not be less than five (5) chaperones per seventy-two (72) passenger bus. Exceptions to this number must be approved by the building principal. <p>During the trip, the teacher/sponsor will be responsible for the total supervision of the class and will sign the trip verification when given to him/her by the bus driver at the end of the trip. This form is to be returned to the principal's office as soon as possible after the trip.</p>
<p>5. Guidelines Policy 105</p>	<p>Field trips shall be governed by guidelines which ensure that:</p> <ol style="list-style-type: none">1. The safety and well-being of students will be protected at all times.2. Parental permission is sought and obtained before any student may participate.3. The principal approves the purpose, itinerary and duration of each proposed trip and forwards requests to the district Curriculum Office for approval.4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness.5. The effectiveness of field trip activities is monitored and evaluated continuously.6. Grade level teams are encouraged to suggest new and innovative ideas for planning field trips with their principals and the Curriculum Office.