

MUHLENBERG SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: June 24, 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. <p>Such trips may be financially supported by the district, parents/guardians, students themselves, or school-related organizations.</p> |
| 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>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 Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.</p> |

Elementary And Secondary

Requests for field trips that are expected to be fully or partially funded by the district must be submitted for consideration in the budget through the normal budget preparation process.

Elementary trips are to be kept within the boundaries of Berks County unless otherwise requested by the teacher and approved by administration.

Final approval of educational trips must be obtained from the building principal and the Assistant Superintendent at least twenty (20) days prior to the date of the trip.

In reviewing requests for trips, the principal shall consider the following:

1. Educational value of the trip.
2. Relationship to the curriculum and grade level.
3. Evidence of pre and post trip planning and study.
4. Number of chaperones available.
5. Transportation and other costs.
6. Frequency of trips by individual classes.

Parental consent slips for all educational trips must be obtained and filed in the principal's office.

All students in the group must participate; except those who do not have parental consent.

Students not going on trips will be required to attend school with alternative assignments.

Students may be excused from participation in the trip with prior approval from the principal/designee.

Provisions for students with a disability shall be taken into account when planning trips.

Trips within the school day requiring parents/guardians to transport students are prohibited.

Walking trips off school property must be approved by the principal and parental consent must be obtained.

The staff members who are supervising the trip are responsible for the following:

1. Providing emergency contact information to the district.
2. Maintaining a roster of students who are participating in the trip.
3. Maintaining emergency health information for students who are participating in the trip.

Board policy and administrative regulations shall be followed for medication administered on a student trip.

Trips Outside Berks County

The following shall apply to activities which require students to be out of the county:

1. Trips normally will be scheduled inside the continental United States and, in general, will be limited to points within 100 miles of the school district. Exceptions will require Board approval.
2. Transportation must be approved by the building principal.
3. If the cost is to be supported by students, it is to be prorated among students making trip and parents/guardians participating as chaperones.

Special Trips/Overnight Trips

All requests for overnight trips must be forwarded through the Superintendent for Board approval.

Preliminary approval by the building principal and Superintendent is required prior to trip planning and/or fundraising.

Permission to seek an invitation for any overnight trip must be given first by the building principal prior to any contact with an individual organization, agency, governmental unit, etc., sponsoring an event in which students may participate.

The class or organization requesting permission to make a trip must have worked out details and have at least seventy percent (70%) of the total cost of the trip on hand at least two (2) months before the date of departure.

If the student trip involves days when school is in session, staff members participating must go through the usual request for leave procedure.

The following information shall be submitted when requesting an overnight trip:

1. A general overview of the trip, including rationale and justification for the trip.
2. Complete itinerary of the trip, including time schedules.
3. Roster of students who are eligible to participate in the trip.
4. Cost of the trip for each individual student.
5. Itemized cost of the trip to the district.
6. Names and clearances (Act 151, Act 34, and FBI) for chaperones that will be accompanying students on the trip.
7. Method of transportation, including name of contractor.

The business office shall verify the following information for overnight trips:

1. The outside agencies used to schedule overnight trips shall provide adequate performance bonds to insure the completion of the trip.
2. The outside agency used to schedule overnight trips has sufficient liability coverage for the trip.

All trips shall be planned as an extension of the educational program; therefore, it is expected that meaningful activities will be scheduled prior to any trip, briefing students on aspects of the trip that will be beneficial to them. Also, follow-up activities shall be scheduled for students who take part in any school trip. In addition to being briefed for any trip, students shall be given available materials, literature, or handouts that will make the trip more meaningful.

Overnight trips involving more than one (1) night shall be scheduled so that students miss a minimum of class time.

Students who are not eligible to participate in a trip are required to attend school. They shall be grouped into sections for an instructional program assigned by the principal and supervised by available teachers.

| | |
|--|---|
| <p>4. Delegation of Responsibility</p> | <p><u>Canceled Trips</u></p> <p>If the district concludes that a trip or scheduled event is not justified or too risky, parents/guardians and students who proceed of their own volition assume whatever risks and conditions they may encounter.</p> <p>No district employee shall encourage parents/guardians and/or students to make a canceled trip.</p> <p>Should those involved in a canceled trip meet with misadventure, the district is under no obligation to intercede on their behalf.</p> <p>The Superintendent or designee shall develop administrative regulations for the operation of field trips.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 517</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Board Policy – 000</p> |
|--|---|