

EPHRATA AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: October 25, 2004

REVISED: April 27, 2015

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 within the realm of a student's learning experience. 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> <p>Field trips shall be grouped into the following classifications:</p> <ol style="list-style-type: none"> 1. Category A – Single Day Trip/In-State. 2. Category B – Single Day Trip/Out-of-State OR Overnight Trip/In or Out-of-State. Category B requires Board approval.
3. Authority	<p>All proposed Category B field trips must be approved individually by the Board in advance of the trip.</p>

<p>4. Delegation of Responsibility</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 Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.</p> <p>The Superintendent or designee shall develop administrative regulations for the operation of field trips.</p> <p>Field trips must be approved by the Superintendent or designee in advance using the following procedures:</p> <ol style="list-style-type: none"> 1. A teacher proposing a field trip shall complete and forward a request to the building principal on the appropriate form. Requests shall state the nature of the trip and its educational purpose. 2. If the building principal approves the request for a field trip, the request shall be forwarded to the Superintendent or designee. 3. Requests for overnight field trips or out-of-state trips must be submitted to the Superintendent or designee via the building principal at least thirty (30) days prior to the field trip and must be approved by the Board.
<p>5. Guidelines</p> <p>Pol. 105</p>	<p>Field trips shall be governed by guidelines which ensure that:</p> <ol style="list-style-type: none"> 1. Trips have definite educational aims in mind and are considered a part of the regular educational program. 2. The safety and well-being of students will be protected at all times. 3. Parental permission is sought and obtained before any student may participate. 4. The principal approves the purpose, itinerary and duration of each proposed trip. 5. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value. 6. The effectiveness of field trip activities is monitored and evaluated continuously. <p>No field trip will be approved unless it contributes to the achievement of specified instructional objectives.</p>

<p>Pol. 218</p>	<p>Transportation by private automobile shall be discouraged and will be permitted only when there is sufficient liability coverage and with administrative approval.</p> <p>Rules for student conduct shall be identical to the rules of conduct prescribed for behavior in the schools. Any infraction will result in disciplinary action, including suspension or expulsion.</p> <p><u>Administration Of Medication</u></p> <p>The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p> <p>Pol. 103.1, 113</p> <p>Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.</p> <p>Pol. 210, 210.1</p> <p>Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 517</p> <p>Board Policy – 000, 103.1, 105, 113, 210, 210.1, 218</p>
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