

# WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: January 22, 2001

REVISED: April 22, 2013

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"> <li>1. Supplement and enrich classroom learning by providing educational 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. Introduce to students community resources, such as natural, cultural, industrial, commercial, governmental, and educational.</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 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 Board shall approve those field trips where overnight accommodations, air travel and/or train travel are requested for the trip. All other trips will be approved by the administration.</p> <p>Students on field trips remain under the supervision and responsibility of the district and are subject to school 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 administration. No staff member may solicit district students for such trips within district facilities or on district grounds.</p>

121. FIELD TRIPS - Pg. 2

<p>4. Delegation of Responsibility</p> <p>AP 121</p>	<p>The Superintendent shall prepare and implement procedures for the operation of a field trip.</p> <p>When considering a trip, the teacher shall consult with and gain the approval of the principal or designated administrator concerning its purpose, scope, timing, supervision, and other planning factors. The general welfare and safety of students shall be primary considerations.</p> <p>School principals will annually review all school field trips for their impact on instructional time, and financial impact on families.</p> <p>The administration will provide the Board with a biannual field trip report examining the scope, financial impact, and equity of field trip opportunities amongst the schools.</p>
<p>5. Guidelines</p> <p>Title 22 Sec. 4.4</p>	<p>Field trips shall be governed by guidelines which ensure that:</p> <ol style="list-style-type: none"><li>1. The safety and well-being of students will be protected at all times.</li><li>2. Parental permission is sought and obtained before any student may participate.</li><li>3. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness.</li><li>4. The effectiveness of field trip activities is monitored and evaluated continuously.</li><li>5. Teachers are allowed flexibility and innovation in planning field trips.</li></ol> <p>No field trip will be approved unless it contributes to the achievement of specified instructional objectives.</p> <p>Transportation for field trips grades K through 12 shall be provided at no cost to the school district with students requested to defray transportation expenses.</p> <p>All classes shall be transported on an approved public conveyance or a school owned or leased vehicle. Private cars SHALL NOT be used for field trip transportation.</p> <p>Admission costs, as established by the institution, agency, or firm visited, will be borne by the student.</p>

Consideration should be given to securing private financial resources through fund raising activities, parent organization donations, and Principals' Activity Accounts to help defray costs of major field trips and exchanges for students of demonstrated need. Sufficient advance notice of major trips and exchanges should be given which would allow students to earn the money to cover the trip expenses.

Other Trips

Any employee desiring to use a private car for transporting students for school-sponsored events, other than field trips, must receive approval of the Superintendent.

References:

School Code – 24 P.S. Sec. 510, 517

State Board of Education Regulations – 22 PA Sec. 4.4