

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: November 9, 1995

REVISED: June 9, 2005

# Palmyra Area School District

	<b>121. FIELD TRIPS</b>
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 the schools. Properly planned and executed field trips can:</p> <ul style="list-style-type: none"><li>supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;</li><li>arouse new interests among students;</li><li>help students relate school experiences to the reality of the world outside of school;</li><li>bring all resources of the community natural, artistic, industrial, commercial, governmental, and educational – within the ambit of a student’s learning experience; and</li><li>afford students the opportunity to study real things and real processes in their actual environment.</li></ul>
2. Definition	<p>For purposes of this policy, a “field trip” shall be defined as:</p> <p>any journey by pupils away from the school premises, under the supervision of a teacher, 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.</p> <p><u>Teacher Procedures and Regulations</u></p> <p>The following procedures apply to teacher initiated trips.</p>
3. Authority	A. Purpose:

1. A written statement of purpose shall be presented for each trip.
2. Educational trips shall directly relate to the instructional program.
3. Educational trips shall benefit all pupils involved with the program of instruction.
4. Educational trips should be the most efficient and practical way to support the instructional program.

B. Procedures:

1. The appropriate principal shall act on requests.
2. Transportation shall be arranged by the district office as requested by the principal on forms provided by the district office.
3. Permission slips shall be obtained for each trip and shall be submitted to the respective principal prior to the trip.
4. Rules for pupil conduct shall be identical with the rules for conduct prescribed in school.
5. There shall be a minimum of one adult chaperone per thirty (30) pupils or fraction thereof. Under certain conditions, it is recommended that additional chaperones be utilized to insure adequate supervision. At least one chaperone shall be a member of the professional staff.
6. In cases where the number of pupils is large enough to require more than one chaperone, consideration should be given to additional responsible chaperones other than teachers so that the regular educational program of other students is not impaired. Consideration should also be given to the age of students in the class when determining the appropriate number of chaperones.
7. When using parents or guardians as chaperones, no additional children may participate in the field trip.

Administrative Procedures and Regulations

1. All requests for transportation shall be submitted to the district office at least two weeks in advance of the date needed.
2. It is the responsibility of the principal to allocate any district money

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for field trips on an equitable basis.

3. Out of state trips and overnight trips require board approval.

School Code  
517, 1361