

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

INSTRUCTION

EXTENDED INSTRUCTIONAL PROGRAMS

Field Trips

352

There are times when a teacher would like to provide his/her classes with a common experience. (i.e. touring a factory or nature center) that will facilitate intergroup discussion and encourage learning. In such cases, the objectives of the class would not be met were the students to participate in the experience on an individual basis. It is also recognized that group attendance during off-school hours is rarely feasible due to other demands on students' time, and the expanded problem with transportation. Therefore, from time to time, a teacher will want to utilize school hours for field trips.

Relevancy of the field trip will be determined by the teacher subject to formal approval by the Building Administrator. The field trip shall be consistent with the established curriculum. Teachers are encouraged to arrange field trips and/or engage resource people when a visitation or outside presentation is appropriate to the maturity level of the pupils and specific educational objective(s).

The Building Administrator shall give final approval to a field trip based upon the educational value of the experience, using the following form: School Sponsored Field Trip Preliminary Approval Form. Please see Board Policy 352.1 for forms and procedures regarding overnight, out of state, or out of country (extended) field trips.

Students shall not be required to attend a field trip when a fee other than bus fare is involved. The District will not charge bus fare for curriculum field trips. If a student cannot afford to participate in the trip, the teacher may provide reasonable financial assistance through school sources. Students not going on field trips for various reasons must attend school. Students shall not be required to attend a field trip if the student or parent(s) have an objection due to religious beliefs or personal convictions.

A teacher or teachers shall chaperone all field trips at a ratio of about one to twenty-five students. If teachers are not available, parent chaperones can be requested. Other teachers in the building will cover the classes of teacher chaperones unless other arrangements have been made by administration. Interns, practicum, and student teachers may serve as chaperones, but only with qualified teachers in attendance.

The faculty shall be given not less than three days advanced notice of the field trip and the names of students who will participate. This should enable teachers to prepare for any disruption that may be created by absences from their classes. Any teacher may recommend that the Administration deny a student permission to attend a field trip, depending upon activities planned for his/her own class.

Each student must also bring a signed permission slip from his/her parent or guardian allowing him/her to take part in the field trip and will be responsible for making up any missed assignments.

The teacher planning the trip shall be responsible for arranging for transportation, permission slips, tickets, and chaperones.

1st Reading of Updates: November 11, 2019
2nd Reading/Approval of Updates: December 9, 2019