

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: August 19, 2002

REVISED: February 10, 2003  
April 14, 2014

<p>1. Purpose SC 1361</p> <p>2. Definition</p>	<p style="text-align: center;">121. FIELD TRIPS</p> <p>The purpose of field trips is to afford a first-hand educational experience not available in the typical educational setting as well as the opportunity to become familiar with real things/concepts in their actual environment(s).</p> <p>The Board of Education recognizes that field trips, when used as a device for teaching and learning integral to the curriculum and/or extra-curricular activities, are an educationally sound and important ingredient in the instructional and/or extra-curricular program of the schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> <li>1. Supplement and enrich classroom activities by providing learning experiences in an environment outside the school setting.</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. Bring outside resources, natural, artistic, industrial, commercial, governmental, educational, etc. within the realm of a student's learning experience.</li> <li>5. Offer an excellent link connecting the school and community, helping school staff to relate the instructional program to the practical aspects of life itself.</li> <li>6. Provide an opportunity for students to compete and/or showcase talents in a venue and/or under circumstances outside the regularly defined scope of the traditional in-school activity.</li> </ol> <p>The <b>field trip</b> is an instructional opportunity to enrich and extend the educational experiences of school district students through participation in a school-related activity outside of the traditional classroom setting. For the purpose of this policy, a field trip shall be defined as any journey by students away from the school premises, under the supervision of a teacher, coach, advisor, director and/or other approved individual(s), which is accessory to an approved course of study in accordance with</p>
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<p>3. Authority</p>	<p>the students' respective grade level(s) and/or venue of competition/participation conducted for the purpose of affording a first-hand educational experience not available in the regular classroom and/or playing field and/or arena of performance. In furtherance, interscholastic sporting events are not considered field trips unless an overnight stay is involved and/or other extenuating/extraordinary circumstances warrant such.</p> <p>All field trips generally fall into one of the following categories:</p> <ol style="list-style-type: none"><li>1. Curriculum/Instruction based field trips.</li><li>2. Club/Organizational field trips.</li><li>3. Contest/Competition field trips.</li></ol> <p>Students on field trips remain under the supervision and authority of the Board and are subject to its rules and regulations. The Board shall have approval responsibility for those field trips which are planned to keep students out of the school district overnight or longer, or which are over seventy-five (75) miles from the school district.</p> <p>Whenever the school principal or Superintendent determines that dangerous conditions may affect the health, safety or welfare of those traveling, the school principal or Superintendent may withdraw approval for the trip. The Board and school district assume no liability to anyone for reimbursement of any costs or expenses incurred by any trip for which the school principal, Superintendent or Board withdraws its approval.</p> <p>The Board accepts no responsibility for student field trips not authorized by or under the direct supervision of the school district.</p> <p>The Board will not endorse or approve school-sponsored trips outside of the borders of the United States.</p> <p>No student shall be permitted to transport him/herself and/or any other student to or from the site of a field trip. Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own. Teachers must never send a student home alone, even for disciplinary reasons. Parents/Guardians desiring to take their children home before a field trip ends must submit a note to the teacher about such arrangements in advance of the trip. The Board assumes no liability for students who are, for any reason, transported by parents in private cars.</p>
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<p>4. Delegation of Responsibility</p> <p>SC 517 Title 22 Sec. 4.4</p>	<p>The Superintendent shall prepare procedures for the operation of a field trip which shall ensure that the safety and well being of students shall be protected at all times. This shall include procedures for administration of medication on field trips by non-medical staff. 42 Pa. C.S.A. S8541, et seq provides that school districts and their employees enjoy absolute immunity from prosecution for negligent acts except under limited exceptions to the rule (42 Pa. C.S.A. S8850), (121AP).</p> <p>The school principal shall recommend approval or disapproval of each proposed field trip taking into consideration the purpose, itinerary, and duration of each proposed trip. Each field trip will be properly planned, related to the curriculum or purpose of the extra-curricular activity, and followed up by appropriate activities which enhance its usefulness. Staff members requesting trip with the approval of the school principal, are allowed a considerable degree of professional flexibility and innovation in planning field trips. However, no prior commitments, promises or announcements are to be made relative to a field trip by the faculty before necessary written approvals have been obtained.</p> <p>The Board expects responsible administrators to screen all field trip requests and base approval or denial on educational value, financing and availability of substitute staff, and availability of transportation equipment and staff.</p>
<p>5. Guidelines</p>	<p>Field trips should preferably be taken during the time(s) that school is in session. However, there may be exceptions under special circumstances. Such exceptions must obtain appropriate approvals. If a trip extends beyond regular school hours, staff members and chaperones are to remain at the school upon return until all students have safely departed the premises.</p> <p><u>Approval of field trips will NOT be granted at the following times during the school year:</u></p> <ol style="list-style-type: none"> <li><u>1. During the first or last fifteen (15) days of the school year or, in the case of high school students of the school district, the first or last fifteen (15) days of each semester.</u></li> <li><u>2. During the administration of achievement tests or statewide assessment tests.</u></li> </ol> <p>Field trips must be arranged by the school principal through the Superintendent's office by completing the Field Trip Request form. All field trips are subject to the approval of the <del>Board or Superintendent or</del> school principal, <u>Assistant Superintendent for Curriculum &amp; Instruction and the Superintendent.</u></p> <p>The school principal shall approve the purpose, itinerary, and duration of each proposed trip as well as the list of chaperones for said trip as submitted on the appropriate form. The Itinerary For Field Trip form is to be submitted for trips</p>

<p>SC 517</p>	<p>requiring an overnight stay or outside a seventy-five (75) mile radius of the school district.</p> <p>In the event that a contest/competition is on the published schedule for a particular team/group/organization, the head coach/advisor/director is responsible for making a formal request to the Director of Athletics and Activities in order to make arrangements for overnight accommodations should it be determined that there is a need for such accommodations. With the approval of the school principal and the Director of Athletics and Activities (if the site of the event is deemed to be of a great enough distance to warrant an overnight stay), the request will be placed before the Board for approval. The head coach/advisor/director will be responsible to see that all appropriate required paperwork is submitted by students and their parent(s)/guardian(s). Copies of such paperwork are to be kept on file by the school principal and the Director of Athletics and Activities.</p> <p>In the event that individual student competitors, student-athletes and/or full teams/clubs/organizations representing the school district qualify for PIAA or PMEA district, regional, or state level competition that may require overnight accommodations and if the site of the event is deemed to be of great enough distance to warrant an overnight stay, the Director of Athletics and Activities shall seek Board approval on, at minimum, a yearly basis for the authority to review and approve arrangements for such overnight accommodations.</p> <p>In the event that students are participating in a competition/festival sponsored by PMEA, in which those students are required to stay overnight, the current overnight field trip policy will be followed for the first day only when school district staff members are required to accompany their students. After the initial day of the festival, PMEA guidelines will be in effect. The parent(s)/guardian(s) of school district students participating and host parents at the site of the festival shall sign an agreement and permission slip which indicates acceptance of responsibility by PMEA once school district staff members leave.</p> <p>Students must have written parental permission to attend a field trip. Such parental permission must be obtained before student may be removed or released from school for a field trip. Parental permission is required for student-athletes if an overnight stay is part of the trip.</p> <p>The <del>Superintendent or</del> school principal, <u>Assistant Superintendent for Curriculum &amp; Instruction, and the Superintendent</u> shall approve all field trips in advance. Field trips shall be subject to the availability of school district resources. The Board shall approve those field trips, which are planned for overnight or longer and/or trips over seventy-five (75) miles from the school district.</p> <p>Transportation for field trips provided by faculty and/or volunteer parents/guardians in their private vehicles will not be considered.</p>
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<p>Pol. 103.1, 113</p> <p>Pol. 210</p>	<p>The school district does not endorse, support, or assume responsibility in any way for any staff member of the school district who takes students on trips not approved by the Board and/or Superintendent. No staff member may solicit students of the school district for such trips within the facilities or on the school grounds of the school district without the permission of the Board and/or Superintendent.</p> <p>As per approved guidelines set forth in the applicable <del>student handbook</del> <u>Code of Student Conduct</u>, a student may be excluded from participation in a field trip. All decisions to exclude a student from a field trip should be made on a case-by-case basis. The school principal must be consulted concerning the participation of students on a field trip.</p> <p>A ratio of ten (10) students per chaperone is required for every trip. All field trips shall have a minimum of two (2) chaperones. The extension of the number of chaperones can be made by the school principal.</p> <p>Teachers and chaperones must not schedule any unsupervised time for students, and must supervise students at all times during the trip.</p> <p>Administrative approval must be obtained for all non-school personnel acting as chaperones. A list of chaperones participating in a trip must be submitted to the building administrator or designee on the appropriate form at least two (2) weeks prior to the date of the trip. Chaperones must be, at minimum, twenty-one (21) years of age.</p> <p>No more than five (5) adults are permitted to ride on the same school bus unless deemed appropriate by the school principal. At least one coach/advisor/director, faculty member, or chaperone will accompany each bus.</p> <p><b><u>Administration of Medication</u></b></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>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>Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.</p> <p>Where a student having a disability, having a medical condition or requiring the administration of medication will be participating in a field trip, an appropriate</p>
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school district staff member, the certified school nurse, health room nurse and/or designee should accompany such a field trip if the school district determines that there is a sufficient medical need. Such a determination should be made in consultation with the certified school nurse, classroom teacher, any applicable supervisor, and the school principal.

Ultimately, the school principal will be responsible for assigning and/or obtaining any necessary staff. Additionally, the following procedures shall be observed:

1. Written parental permission will be obtained prior to the scheduled field trip.
2. If a certified school nurse, health room nurse and/or other designee is to accompany a field trip, it is the responsibility of the staff member(s) in charge and certified school nurse, health room nurse and/or other designee to predetermine a location where the certified school nurse, health room nurse and/or designee can be easily located in the event of an emergency and/or for medication administration.
3. Students who are capable of self-administering medication may do so under the supervision of a school district staff member with written parental permission and a physician's written instructions prior to the field trip.
4. Each year, those staff members who are expected to monitor self-administration, whether in school or on field trips, will, at the direction of the building administrator, receive an orientation by a certified school nurse consistent with applicable guidelines and regulations.
5. Any occurrence of monitored self-administration will be recorded on the appropriate form by the staff member who monitors the self-administration.
6. The staff member(s) in charge of the field trip will obtain and maintain required paperwork.
7. The *Field Trip Permission Form and Parent/Guardian Hold Harmless and Acknowledgement Of Risk Agreement* must be submitted for each student participating in any field trip, and the *Itinerary For Student Field Trip* form must be completed for a field trip requiring an overnight stay or outside a seventy-five (75) mile radius of the school district.
8. Parent(s)/Guardian(s) shall be informed in a timely manner, as per the school district's *Emergency Operations Plan*, should their child suffer illness/injury that requires consideration for medical treatment by a physician/nurse.
9. A designated staff member will store any necessary medication in a secure

<p>SC 111 23 Pa. C.S.A. Sec. 6301</p>	<p>location.</p> <p>Current Act 34, Act 151 and TB clearances must be obtained and submitted to the building administrator for any person acting as a chaperone on an overnight trip.</p> <p>Upon returning from a field trip, the staff member in charge will complete and submit a <i>Field Trip Summary</i> form making sure to report any difficulties or problems encountered during the trip directly to the school principal and, if applicable, the Director of Athletics and Activities.</p> <p>The effectiveness of field trip activities is to be monitored and continually evaluated by the applicable administrator(s).</p> <p><b><u>Transportation</u></b></p> <p>Field trips will be arranged, whenever possible, to utilize school district transportation services.</p> <ol style="list-style-type: none"> <li>1. The staff member requesting the trip should contact the school district transportation office regarding the availability and cost of transportation for the trip.</li> <li>2. The staff member requesting the trip will provide the transportation office with the destination of the trip and, if necessary, detailed directions.</li> <li>3. All trips will be scheduled from school to the destination and back to school. Special stops will not be permitted unless approved by the school principal with an itinerary attached in writing. Key elements of this itinerary will be provided to the driver prior to departure.</li> <li>4. Students are expected to abide by all bus riding rules as presented in applicable <del>student handbooks</del> <u>Code of Student Conduct</u> and/or posted on the bus.</li> <li>5. Coaches/Advisors/Directors, faculty members and/or chaperones will account for all students assigned to their bus(es) prior to departing from scheduled stops.</li> <li>6. Coaches/Advisors/Directors, faculty members and/or chaperones in charge of each particular bus will inspect that bus after all students have been discharged to check for damage and any articles that may have been left behind.</li> <li>7. If any food and/or beverages are provided to the group, it is the group's responsibility to see that the bus is clear of any related debris. No glass containers will be allowed on the bus.</li> </ol>
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**Request for Approval**

Field trips must be formally requested a minimum of thirty (30) days prior to the date of a day trip and sixty (60) days prior to the date of an overnight trip. A procedural plan and, if appropriate, a rain date must be part of any request in case an emergency cancellation/postponement is necessitated.

Field trips will be approved by the school principal only when such trips have a direct relationship to the curricular and/or extra-curricular program.

The school principal is responsible for ensuring that all activities are planned to provide for the safety and welfare of the students involved.

If a registration fee is applicable, the registration form must be attached to the appropriate district check request form and submitted to the business office upon securing all appropriate approvals. Likewise, any transportation fee must also be attached to the appropriate school district check request form and submitted to the business office upon securing all appropriate approvals.

In the event some children are not able to afford the costs of field trips, the school principal shall make arrangements for those students to participate at no cost. The school principal should make reasonable efforts to ensure that students are given an opportunity to participate in a field trip for which they are eligible.

The completion of appropriate forms is required for trips with a destination other than a school district facility. The completed form shall be retained by the individual school for a one (1) year period. Forms may be obtained through the school's main office. When trips are planned to other school district facilities, such as orientation programs, stage presentations and field days during the school day, the school principal will ensure that parents/guardians are notified in writing of such plans.

**Overnight Field Trips**

The regular education program shall be given top priority. Therefore, whenever possible, overnight field trips should be taken when school is not in session. However, since it is not always possible to schedule overnight field trips during weekends or periods of vacation, the Board, at its discretion, may approve such trips.

**Two Categories of Overnight Field Trips**

1. Educational – These trips include tours of historical, cultural or scientific sites and/or exhibits directly related to the curriculum.



- a. Any entertainment on such trips shall be cultural and may include ballet, plays and concerts. These trips are not designed to include trips to amusement parks, student dances or other types of social entertainment.
  - b. These trips are generally designed for small groups of students specifically interested in learning about the tour subjects.
  - c. Unless ten (10) students currently enrolled in the school district are signed up for such a trip, the Board will not approve the trip unless extenuating circumstances warrant such approval.
2. Representational/Competitive/Social – These trips are designed for some identifiable group such as the band, chorus, athletes/athletic teams or senior class, to visit an educational site while representing the school district and/or enjoying one another's company.
    - a. The educational portion of the trip must meet standards similar to those of educational trips. The competitive/social aspects of the trip may include banquets, dances and trips to amusement parks.
    - b. Unless at least sixty-six percent (66%) of the group's members sign up for the trip, the Board will not approve the trip.

**Regulations**

1. Classification and Rules Interpretation – The Superintendent will determine what classification is to be given each trip and will interpret the meaning and application of all rules.
2. Enrollment – Each trip must meet the sign-up requirements for its classification or Board endorsement may be withdrawn.
3. Cost – Trips must be reasonably priced.
4. Missed Days of Instruction
  - a. Students on Representational/Competitive/Social overnight trips may miss no more than one (1) day of instruction, unless extenuating circumstances dictate otherwise. Trips requiring students to miss more than one (1) day of instruction must be categorized as solely educational.
  - b. The Board will not approve any trip which, in its opinion, requires students to miss an excessive number of days of instruction.

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5. Chaperones

- a. Each field trip must have a minimum of two (2) chaperones. There must be a minimum of one (1) chaperone for every ten (10) students.
- b. If a trip is overnight, the Board will assume the cost for the staff member(s) involved. Other chaperone expenses will be paid by the group making the request or by the chaperone.
- c. Current Act 34, Act 151 and TB clearances must be obtained and submitted to the school principal for any person acting as a chaperone on an overnight trip.

**Requests for Permission for an Overnight Field Trip**

1. Requests for an overnight field trip must be completed and presented to the school principal for approval a minimum of sixty (60) days prior to the date of the trip and prior to submission to the Superintendent and Board for approval.
2. All appropriate approvals must be obtained prior to soliciting participants.

**Emergencies**

The following instructions are for the staff member(s) to follow in case of an emergency when on a field trip:

1. Comprehensive and careful planning for a field trip will help ensure the overall safety of students. The staff member(s) conducting the field trip should investigate the site of the field trip, to the extent possible, prior to the actual trip. Items to be investigated include, but are not limited to, accessibility for physically disabled students, emergency contact individuals and their telephone numbers at the site, special facilities that are available for eating if applicable, and toilet facilities.
2. The staff member(s) in charge should have at his/her immediate disposal a roster of the students on the trip and must secure a "Field Trip Permission Form and Parent/Guardian Hold Harmless and Acknowledgement Of Risk Agreement" for each participating student. These forms should be taken on the trip and copies provided to the school principal and, as is applicable, the Director of Athletics and Activities.
3. In case of an emergency while on a field trip the teacher and/or appropriate supervising staff member should refer to the school district's *Emergency Operation Plan*.

**Behavior Reports**

The "Field Trip Permission Form and Parent/Guardian Hold Harmless and Acknowledgement Of Risk Agreement" informs the parent(s)/guardian(s) of their responsibility for their child's behavior and states that students who violate school and/or trip rules may be sent home at parent/guardian expense.

All school rules, regulations and policies as may be in effect at the time of any field trip shall remain in full force and effect for all students participating. Students who violate such rules, regulations and policies shall be subject to such disciplinary actions as maybe provided for in such rules, regulations and policies.

Bus drivers will not depart from any educational, athletic or other school field trip location without first confirming with the staff member(s) in charge that the event has reached its conclusion, all students have been accounted for, and roll has been taken. Trips requiring the use of multiple buses will depart, travel and park together. A lead bus will be determined by the transportation department prior to departure. Copies of maps and directions to locations will be made available to and/or disseminated from the transportation department.

References:

School Code – 24 P.S. Sec. 510, 517

State Board of Education Regulations – 22 PA Code Sec. 4.4

Board Policy – 000, 103.1, 113, 210