

# CARLISLE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: May 18, 2006

REVISED: March 20, 2014

	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 academic learning to the reality of the world outside of school.</li> <li>4. Introduce 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 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>
3. Authority SC 517, 1361	<p>The Superintendent or designee shall approve annually a list of potential field trips. All proposed field trips not listed must be approved individually by the Superintendent or designee.</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.</p>

4. Delegation of Responsibility	The Superintendent or designee shall prepare and implement procedures for operation of field trips.
5. Guidelines	Field trips shall be governed by guidelines which ensure that: <ol style="list-style-type: none"> <li>1. The safety and well-being of students will be protected at all times.</li> <li>2. Permission of the parent/guardian is sought and obtained before any student may participate.</li> <li>3. The principal approves the purpose, itinerary and duration of each proposed trip.</li> <li>4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.</li> <li>5. The effectiveness of field trip activities is monitored and evaluated continuously.</li> </ol>
SC 517, 1361	<ol style="list-style-type: none"> <li>6. Teachers are allowed flexibility and innovation in planning field trips.</li> <li>7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.</li> <li>8. Parents/Guardians may be asked to accompany individual students who have behavioral or health concerns.</li> </ol>
	<u>Administration Of Medication</u>
Pol. 103.1, 113	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.
Pol. 210, 210.1	<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>References:</p> <p>School Code – 24 P.S. Sec. 510, 517</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Board Policy – 000, 103.1, 113, 210, 210.1</p>