



Book	BHASD Policies
Section	100 Programs
Title	Field Trips
Code	121
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Purpose

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:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Definition

For purposes of this policy, a **field trip** shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction or an extracurricular activity, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

Interscholastic athletic events are not considered field trips.

Authority

The Board shall give explicit approval prior to the development of any definite plans of any trip that keeps students away from home overnight.

All other school-sponsored trips require the approval of the building principal and the Superintendent.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

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. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

Delegation of Responsibility

The Superintendent or designee shall prepare and implement procedures for operation of field trips.

Guidelines

The following information must be taken into consideration when planning a field trip;

- Educational Value
- Approval Process
- Chaperones
- Types of Trips (Day Field Trips, Overnight Field Trips, Foreign Travel Field Trips)
- Student Discipline
- Insurance
- Canceled Trips
- Appeals Process
- Administration of Medication

Educational Value

Field trips that are arranged by a teacher in conjunction with a course or class are categorized as curriculum-related trips. The subject and purpose of any trip shall be closely related to the subject area being taught or to the activity in which those taking the trip are participating. These trips must be a part or extension of the curriculum of a grade or course and be based upon clearly defined objectives and follow-up activities.

Approval Process

Non Educational related trips must be presented to the Superintendent for consideration and approval.

Advanced Board approval is required for all overnight field trips.

Approval of field trips must be obtained from the building principal and the Superintendent at least twenty (20) days prior to the date of the trip.

In reviewing requests for trips, the building principal shall consider the following:

1. Educational value of the trip and relationship to the curriculum and grade level.
2. A general overview of the trip, including rationale and justification for the trip.
3. Complete itinerary of the trip, including time schedules.
4. Cost of the trip to each individual student.
5. Cost of the trip to the school district, including transportation arrangements, itemized (if applicable).
6. Number of chaperones, names of chaperones, and student/adult ratio.

Provisions for handicapped students must be taken into account when planning trips.

Trips within the school day requiring parents/guardians to transport students are prohibited.

Transportation of students on trips within the state of Pennsylvania may be via school bus or school van. School busses and school vans are not permitted to cross state lines. Out of state field trips must utilize a charter bus service or other form of approved student transportation for student travel.

Walking trips off school property must be approved by the principal and parent/guardian consent must be obtained.

Students not participating in a trip shall remain in school.

Chaperones

Chaperones are responsible for the health and welfare of students while participating in an extended trip and must be prepared to take action in the event of an emergency. Therefore, alcohol consumption by chaperones or any participant at any time during a trip is prohibited.

Types of Field Trips

There exists three (3) main types of field trips (**Day** Field Trips, **Overnight** Field Trips, **Foreign Travel** Field Trips) which are outlined below.

Day Field Trips: *A school sponsored educational outing with a duration of no longer than one (1) day. Student eligibility requirements may vary depending on the purpose of the trip. However, students on disciplinary restrictions may be excluded from these trips as from regular classroom activities at the discretion of the principal.*

1. Requests for field trips must include a description of the funding process. Trips that are expected to be fully or partially funded by the district must be submitted for consideration in the budget through the normal budget preparation process. If the cost is to be supported by students, it is to be prorated among students making the trip and parents/guardians as appropriate.
2. Transportation must be approved by the building principal.
3. Students not going on the trip must report to school.
4. Parental consent slips must be obtained and filed in the office.

Overnight Field Trips: *A school sponsored educational outing with a duration of longer than one (1) day that requires overnight accommodations. Students must be in good standing both academically (must be passing all subjects) and in citizenship to participate in an Overnight Field Trip.*

1. All requests for overnight trips must be forwarded through the Superintendent for Board approval.
2. Preliminary approval for a trip is required before students assume the trip is to be made. The sponsoring staff member shall not discuss any aspect of a proposed trip with students or parents/guardians until the building principal and sponsoring staff member confer on the feasibility and appropriateness of the trip.
3. Permission to seek an invitation for any overnight trip must be given first by the school principal prior to any contact with an individual organization, agency, governmental unit, etc sponsoring an event in which school students may participate. After initial written permission to seek or accept an invitation has been received, requests for overnight trips must then be submitted to the Board of Directors.
4. Before a request for an overnight trip is submitted to the Board, all the preliminary data required must be estimated or verified. Failure to meet this requirement may delay or eliminate further consideration of any proposed trip.
5. The class or organization requesting permission to make a trip must have worked out details and have at least seventy percent (70%) of the total cost of the trip on hand at least two (2) months before the date of departure.
6. If the student trip involves days when school is in session, Brandywine Heights staff members participating must submit an absence request.

Foreign Travel Field Trips: *In addition to the "Overnight Field Trips" requirements, the following are additional steps necessary for a Foreign Travel Field Trip.*

1. Every effort shall be made to minimize any loss of instructional time. When possible, extended trips shall be taken when school is not in session (i.e., during school vacations or summer vacations). Requests for trips during the first or last week of each semester will as a rule be denied. Exceptions may be granted by the Superintendent for special circumstances.
2. Criteria = Participation in school sponsored extended trips is limited to students enrolled in the Brandywine Heights Area School District. All eligible students in the related curriculum or extracurricular activity shall have the opportunity to participate. Foreign language trip participants must have a minimum of two (2) years of the language.

3. Overseas Registration = Foreign Travel Trips must be registered with the local US Embassy via the State Department's Smart Traveler Enrollment Program (STEP).
4. Risk Assessment = The trip coordinator shall monitor the risk factor of travel to the destination area and make periodic reports to the Superintendent. The Superintendent reserves the right to cancel any travel (at any time) upon determination of excessive risk. United States State Department travel advisories shall be major determining factors along with other reliable sources. The trip coordinator must establish and present to the Superintendent appropriate safety, crisis and risk management plans prior to the trip.
5. Preparation = Mandatory parent and student meetings must be held to ensure everyone is informed of rules, expectations and itinerary.

Training by the trip coordinator and building administration to include expectations for chaperones must be conducted prior to the trip.

Student Discipline

All district rules and regulations shall apply to all students and employees during all field trips. If a student violates a school district regulation while on a field and/or class trip, s/he is subject to normal disciplinary action, the possibility of return home with the responsibility borne on the parent, and/or a loss of all senior graduation privileges. The use of alcohol or drugs is strictly prohibited even if permissible by foreign countries.

Field trips are a privilege and, as such, may not be offered to any student who, in the opinion of the school administration, does not merit participation in the field trip. Students should recognize the privileges of participation. It is expected that they will conduct themselves in a manner that will gain maximum advantage of such experience and show them to be representatives of which their school and community can be proud.

Insurance

The verification of performance bonds and liability insurance of the carrier will be assured by the appropriate trip coordinator or building principal.

Canceled Trips

The Superintendent shall have the authority and discretion to cancel any field trip without prior notice if the Superintendent determines that canceling the field trip is in the best interest of the health, safety, or welfare of the field trip attendees.

If the district concludes that a trip or scheduled event is not justified or too risky, parents/guardians and students who proceed of their own volition assume whatever risks and conditions they may encounter.

No school district employee shall encourage parents/guardians and/or students to make a canceled trip.

Should those involved in a canceled trip meet with misadventure, the district is under no obligation to intercede on their behalf.

Appeals Process

Any request denied by the principal may be appealed to the Superintendent.

Any request denied by the Superintendent may be appealed to the Board by requesting the Superintendent to have this matter placed on the agenda of the next meeting. The advisor or teacher will be required to be in attendance when the item is scheduled for discussion.

Administration of Medication During Field Trips and Other School Sponsored Activities:

Medications shall be administered in accordance with applicable laws, regulations, Board policies and district policies.[1][2][3][4]
See Policy 210. Medications.

Legal

1. Pol. 103.1

2. Pol. 113

3. Pol. 210

4. Pol. 210.1

[24 P.S. 510](#)

[24 P.S. 517](#)

[22 PA Code 4.4](#)

Pol. 000