

# FERNDALE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: MAY 18, 1994

REVISED: JUNE 13, 2007

	<p style="text-align: center;">121. FIELD TRIPS</p> <p><b>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.</b> Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> <li>1. Supplement and enrich classroom <b>learning</b> by providing <b>educational</b> experiences in an environment outside the schools.</li> <li>2. Arouse new interests among students.</li> <li>3. Help students relate <b>academic learning</b> to the reality of the world outside of school.</li> <li>4. <b>Introduce</b> community resources, such as natural, <b>cultural</b>, 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> <p>1. Purpose SC 1361</p> <p>2. Definition</p> <p>For purposes of this policy, a field trip shall be defined as any <b>trip</b> by <b>students</b> away from school premises that is an integral part of approved <b>planned instruction</b>, is conducted as a first-hand educational experience not available in the classroom, or curriculum-related club or activity, and is supervised by a teacher <b>or district employee</b>.</p> <p>3. Authority</p> <p><b>The Board shall approve annually a list of potential field trips. All proposed field trips not listed must be approved individually by the Board.</b></p> <p>Overnight field trips must be evaluated for educational merit and approved by the Board.</p> <p><b>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.</b></p>
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<p>4. Delegation of Responsibility</p>	<p><b>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 and in each case shall disclose in writing to the parents/guardians that the Board is not endorsing, supporting, or sponsoring the trip.</b></p> <p><b>The Superintendent or designee shall prepare and implement procedures for operation of field trips.</b></p> <p>It shall be the responsibility of the planning teacher to obtain written permission for the <b>field</b> trip from the <b>building</b> principal and the Superintendent or designee. The teacher-sponsor shall develop detailed instructions, estimated costs, and plans for supervision for each field trip.</p>
<p>5. Guidelines</p>	<p><b>Field trips shall be governed by guidelines which ensure that:</b></p> <ol style="list-style-type: none"> <li><b>1. The safety and well-being of students will be protected at all times.</b></li> <li><b>2. Permission of the parent/guardian is sought and obtained before any student may participate.</b></li> <li><b>3. The principal approves the purpose, itinerary and duration of each proposed trip.</b></li> <li><b>4. The effectiveness of field trip activities is monitored and evaluated continuously.</b></li> <li><b>5. Teachers are allowed flexibility and innovation in planning field trips.</b></li> </ol> <p>Field trips shall be chaperoned by at least one (1) <b>district employee</b> per group per class and adequate numbers of chaperones as warranted by the situation, unless a variance to this provision is granted by the Superintendent.</p>
<p>Pol. 810</p>	<p><b>Field</b> trips shall be taken in a contracted school bus or public carrier, unless otherwise approved by the Superintendent.</p>
<p>Pol. 221</p>	<p>Students shall be dressed appropriately and shall conduct themselves in a proper manner, <b>or participation may be denied.</b></p> <p><b>In the event that an educational opportunity in the form of a field trip arises between Board meetings, the Superintendent shall have authority to approve the field trip if waiting for Board approval would deprive the students of the opportunity. The Superintendent shall advise the Board of such action.</b></p>

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<p>School Code 517, 1361</p> <p>Board Policy 221, 810</p>	<p>School time shall not be utilized for outings or trips unrelated to a specific area of study.</p>
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