

REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: July 12, 1999

REVISED:

121. FIELD TRIPS	
1. Purpose SC 1361	The Board recognizes that field trips are an educationally sound and important component of the instructional program of the schools.
2. Definition	For purposes of this policy, a field trip shall be defined as any trip by students away from school premises which is an integral part of an approved course of study, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.
3. Authority	<p>It is the policy of the Board to encourage well-planned, curricular-related field trips as an additional means to extend instruction beyond the limits of the classroom.</p> <p>Each year the administration shall submit a list of potential field trips for approval by the Board. Additional proposed field trips not so listed must be approved individually by the Board.</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 or assume responsibility in any way for any district staff member who takes students on trips not approved by the administration. No staff member may solicit district students for such trips within its facilities or on district grounds without Board permission.</p>
4. Delegation of Responsibility	The principals shall prepare and implement procedures for the operation of a field trip.
5. Guidelines	<p>Field trips shall be governed by the following guidelines:</p> <ol style="list-style-type: none"> 1. All field trip plans shall be presented to the principal one (1) month in advance of the date of the trip. 2. All field trip plans shall include the purpose of the trip, an itinerary of the trip, activities, and the learning objectives to be accomplished, on the program forms.

121. FIELD TRIPS - Pg. 2

<p>School Code 517, 1361</p>	<ol style="list-style-type: none">3. A field trip evaluation form shall be completed at the conclusion of the trip and submitted to the building principal.4. Proper supervision shall be provided where needed.5. Permission slips for all students participating in field trips shall be signed by the parent or guardian and be in the possession of the school administrator before the field trip takes place. In addition, a copy of the trip itinerary and a complete list of the participants shall be on file in the school office.6. Students are expected to act in an orderly manner at all times. As representatives of their school, students shall be reminded that their actions and conduct reflect the philosophy of the district and that they will be held accountable for any undesirable performances.7. A safe and insured mode of travel must be employed.8. Field trips must be within the Commonwealth; exceptions must be approved by the Board.
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