



Book	Policy Manual
Section	100 Programs
Title	Field Trips
Code	121
Status	First Reading
Adopted	May 14, 1987
Last Revised	February 8, 2024
Last Reviewed	January 6, 2017
Prior Revised Dates	05/14/2015

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. Help students relate academic learning to the reality of the world outside of school.
3. Afford students the opportunity to study real things and real processes in their actual environment.

Class field trips are planned as educational experiences to supplement the classroom teaching. Children must have written permission from the parent on a form supplied by the teacher. Children failing to return a signed form may not accompany the class. S/He will be assigned to another room to work during the time his/her class is on the excursion.

The cost of approved busing may be borne by the school district, but admission fees and meals must be paid for by the students.

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, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

Authority

The Board shall consider field trips included in planned instruction guides to have been approved in advance. All field trips not listed in the guides must be approved individually by the Board and approve only those field trips that are planned to keep students out of the district overnight or longer.

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

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for the operation of field trips.

Guidelines

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

The school administrator who is responsible for a given school activity will be responsible for determining when and how many chaperones are to chaperone the event. This includes bus chaperones. The school district does not provide funds for paying chaperones. All such services are considered volunteer in nature.

Transportation

In all cases, transportation provided must comply with Board Policy 810. The administration is authorized to arrange the sharing of transportation with another school district to generate cost savings. In the event that another district is invited to share Canton transportation, the district that will be sharing must provide a certificate of insurance which names the Canton Area District as additionally insured.

Administration of Medication

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.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.[1][2]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[3][4]

Legal

1. Pol. 103.1

- 2. Pol. 113
- 3. Pol. 210
- 4. Pol. 210.1
- [24 P.S. 510](#)
- [24 P.S. 517](#)
- Pol. 000