

ALLENTOWN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: 12/21/95

REVISED: 3/26/98, 8/25/03

<p>1. Purpose SC 1361</p> <p>2. Definition</p> <p>3. Guidelines</p>	<p style="text-align: center;">121. FIELD TRIPS</p> <p>The Board recognizes that field trips supervised by school district employees, which are incorporated as an integral facet of the curriculum, and which have specific learning outcomes, are an educationally important component of the instructional program. Students can derive substantial benefit from these experiences. Well planned, properly executed field trips can:</p> <ol style="list-style-type: none"> 1. Supplement and enrich classroom-learning experiences. 2. Assist students in relating school experiences to the reality of the environment outside of school. 3. Provide students with the opportunity to apply knowledge acquired through school experiences to events, processes, resources, and people in the world outside of school. 4. Provide a means for the resources of the community to impact upon and enhance students' learning. <p>A field trip is defined as any journey by students, away from the school site, under the supervision of a district employee, which is an integral part of a planned course of study, which provides a first-hand educational experience not available in the classroom, and which supplements or enriches the curriculum of the planned course of study. Athletic trips, co-curricular activities, individualized student service learning activities, and individualized student work experience activities, are not governed by this policy and are handled administratively.</p> <p>Student trips abroad and overnight trips require the approval of the principal, the Superintendent or Superintendent's designee, and the Board; however, student trips abroad are limited to high school students. Trips abroad should have as their general purpose the fostering of foreign language and/or foreign culture study. Plans for a field trip that is not overnight or abroad require the approval of the principal and the Superintendent or Superintendent's designee.</p>
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<p>SC 517, 1361</p>	<p>All field trips shall comply with the following:</p> <ol style="list-style-type: none">1. Parent/Guardian permission is obtained prior to a field trip and shall include acceptance of all conditions.2. The appropriate medical documentation and authorization form shall be completed for each participant.3. Each field trip is properly planned, integrated with the applicable planned course of study, and includes appropriate follow-up activities which enhance its usefulness.4. Whenever the Board, in its sole discretion, or the Superintendent determines that the health, safety or welfare of the pupils and/or teachers might be adversely affected by such participation, the Board or the Superintendent reserve the right to withdraw consent for participation in the trip. The district will assume no liability to anyone for reimbursement of any costs or expenses incurred for any field trip for which the Board or Superintendent withdraws its consent for participation.5. In the event of declaration of war and/or major acts of terrorism, the National Alert System (NAS) will be used to determine whether or not a field trip will be cancelled. In the event of a red alert status, issued by the NAS, all field trips outside the greater Lehigh Valley area will be cancelled. Relative to student safety, the Superintendent shall be responsible to review any trip scheduled within the Lehigh Valley. In the event of an orange or yellow alert status, issued by NAS, the Superintendent shall be responsible to review all field trip requests and determine those that should be cancelled relative to student safety.6. Trip cancellation insurance is required for all international trips. The Superintendent or Superintendent's designee will determine if trip cancellation insurance is required for national trips based on the overall cost of the trip.7. Prior to planning any national trip or any international trip a meeting of parents and the principal or principal's designee shall take place to outline district policy and cancellation parameters.8. Students will be held responsible for compliance with all rules set forth in advance for their conduct. Infractions of these rules will be subject to the same disciplinary measures as are applied during the regular school program, as addressed in the ASD Student Code of Conduct.
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| | <ol style="list-style-type: none">9. Collection of monies/fund-raising can begin only after the field trip request has been approved by the appropriate authorities.10. In the event the travel company offers financial incentives beyond the cost of travel for coordinators/chaperones, the money will be allocated to parents/students to reduce the cost of the trip for them. |
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