

LAUREL HIGHLANDS SCHOOL DISTRICT
304 BAILEY AVENUE
UNIONTOWN, PA 15401
BOARD POLICY **121. FIELD TRIPS**

The Board recognizes that, when integrated to the curriculum, field trips are an educationally sound device and are important to the instructional program of the schools. Properly planned and executed, field trips can supplement and enrich classroom procedures by providing learning experiences in an environment outside the school. Field trips can make the resources of the community part of a student's learning experience. Field trips arouse new interests among students, help them to relate school experiences to the reality of the world, and afford them the opportunity to study real things and processes in their actual environment.

For purposes of this policy, a field trip shall be defined as a journey away from school premises, and under the supervision of a teacher, which is an integral part of an approved course of study and is conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips will be permitted for a school group, upon compliance with the following guidelines:

- The planned field trip must be of educational value. It must be within the scope of the curriculum and must first be approved by the School Principal and Superintendent. In addition, the Board must approve all field trips outside of Fayette County.
- Sponsors must state in writing how the trip ties into meeting the State Standards for their curriculum area. Pre and Post field trip activities must also be stated in writing.
- All costs must be paid by the class or group sponsoring the trip, including payment of the bus driver, chaperone(s), gasoline, admission charges, treats, etc.
- Adequate school personnel must accompany each group. Volunteer chaperones familiar with the participating students should help to fill the personnel needs. Preference should be given to school nurses, to accompany groups. All volunteers must have valid Act 34 and Act 151 Clearances.
- It shall be the duty of the sponsors to make sure adequate provisions are made for students who have certain medical needs.
- Parental consent forms must be signed before any student participates in any field trip. A copy of school district permission form is attached and all sponsors must maintain completed forms.
- When an overnight stay (or trip over 20 miles) is involved, the sponsor will schedule and conduct a meeting with the parents/guardians to discuss the rules, regulations, and details of the trip. A written copy of such must be given to the building principal for review and consent. It is also recommended that the sponsor make arrangements for proper security. Professional judgement should be used to determine if other trips necessitate the use of security.
- Sponsors will have the final decision as to who can participate on a field trip. Their fair, impartial, and professional judgement is expected to prevail in their judgement. No student or parent has the right to go to a board member to interfere with the sponsors right to select those students who do and/or do not participate in field trips.
- Final decision to participate in a field trip for eligible students rest with the parent(s). Students are not to be intimidated into attending. No repercussions shall occur or be imposed on any student not attending a field trip.

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FIELD TRIP/TRANSPORTATION REQUEST FORM

SCHOOL: _____ GRADE(S): _____ NUMBER OF STUDENTS: _____

SPONSOR(S) AND CHAPERONE(S): _____

FIELD TRIP DESTINATION: _____

PURPOSE OF TRIP: _____

PLEASE STATE IN WRITING, HOW TRIP RELATES TO STATE STANDARD FOR ACADEMIC AREA, RELATES TO THE SCOPE OF THE CURRICULUM AND EDUCATIONAL VALUE OF TRIP. (ATTACH ADDITIONAL SHEET(S) IF NEEDED)

DATE(S) OF TRIP: _____ COST TO STUDENTS (IF ANY): _____

DEPARTURE TIME: _____ RETURN TIME: _____

(If multi day trip, please attach a detailed travel itinerary, as well as evidence of meeting with parents to discuss rules, regulations, and details of trip)

MODE OF TRAVEL: _____ CHARTER BUS NAME OF COMPANY _____
_____ PRIVATE CAR SIGNED PERMISSION SLIPS _____

SIGNATURE OF SPONSOR _____ DATE: _____

BILL TO: (PLEASE CHECK ONE)

_____ LAUREL HIGHLANDS SCHOOL DISTRICT OR: _____
_____ (NAME/ADDRESS OF ORGANIZATION)

PRINCIPAL: Please forward to Administration Office with your recommendation(s). Please sign and date below.

_____ APPROVAL _____ DISAPPROVAL

Signature of Principal

Date

THIS REQUEST WILL BE REVIEWED BY THE CHIEF SCHOOL ADMINISTRATOR AND/OR DESIGNEE(S) FOR FINAL APPROVAL OR DISAPPROVAL.

APPROVED BY:

Signature

Date

DISAPPROVED BY:

Signature

Date