

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.

Laurel Highlands School District
304 Bailey Avenue
Uniontown, PA 15401
Transportation/Field Trip Request

Today's Date: _____ Requested by _____

School: _____ Grade(s): _____ Number of Students _____ Chaperones _____ Total _____

Please List all Chaperones names below, include **cell phone** number if available:

Please state in writing, how the trip relates to state standards for academic area, relates to the scope of the curriculum and educational value of the trip. (Attach additional sheet(s) if needed).

Trip Origin _____

Destination _____

Date of Departure _____ Time of Departure _____ (AM or PM)

Circle One

Approximate Return Time _____ (AM or PM)

(Time arriving at School)

Circle One

Stops planned before/after main destination _____

(Ex. Lunch at...)

Bill To: Please Check One

_____ Laurel Highlands School District or _____

_____ (Name/Address of Organization)

2012-2013 Group Rate \$55.00 per hour 3 hour minimum, cancellation fee \$165.00 /1 hour prior notice.

Cost to students (if any): _____

Principal: Please forward to Administration Office with your recommendation(s). Please sign and date below. Request must be approved by the Superintendent and received by Mr. Rozgony nine days in advance of trip departure.

_____ **Approval**

_____ **Disapproval**

Signature of Principal

Date

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

_____ **Approval**

_____ **Disapproval**

Signature of Superintendent

Date

Comments or Additional Information _____