

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: November 15, 2011

REVISED:

| | 121. FIELD TRIPS |
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| 1. Purpose SC 1361 | <p>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:</p> <ol style="list-style-type: none"> 1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools. 2. Arouse new interests among students. 3. Help students relate academic learning to the reality of the world outside of school. 4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational. 5. Afford students the opportunity to study real things and real processes in their actual environment. |
| 2. Definition | <p>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.</p> |
| 3. Authority | <p>The Board shall approve all field trips, including field trips that are planned to keep students out of the district overnight or longer, upon the recommendation of the administration.</p> <p>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.</p> |

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| | <p>The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.</p> <p>If a student is suspended during a particular grading period and behavior is not improving, repetitive discipline infractions can constitute the loss of classroom parties and/or field trip activities. Upon teacher discretion and following a parent/guardian conference, with appropriate documentation and teacher consultation with the building principal, a student can be assigned to an educational study area in substitution for the activity.</p> |
| 4. Delegation of Responsibility | <p>The Superintendent or designee shall prepare and implement procedures for operation of field trips which shall include possible discipline for violations of code of student conduct, which may include exclusion from commencement activities.</p> |
| 5. Guidelines | <p>Field trip requests must be submitted to the Board through the building principal and Superintendent. Such requests must be received by the building principal at least ten (10) days prior to the Board meeting immediately proceeding the requested date of the field trip.</p> <p>All field trip requests shall be submitted on the appropriate district form.</p> <p>Field trips shall be governed by guidelines which ensure that:</p> <ol style="list-style-type: none"> 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. Teachers are allowed flexibility and innovation in planning field trips. |
| School Code 517, 1361 | <p>No field trip will be approved unless it contributes to the achievement of specified instructional objectives.</p> |

121. FIELD TRIPS - Pg. 3

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121. FIELD TRIPS - Pg. 4