



**NORTH ALLEGHENY  
SCHOOL DISTRICT**

<b>SECTION:</b>	<b>PUPILS</b>
<b>TITLE:</b>	<b>FIELD TRIPS</b>
<b>ADOPTED:</b>	<b>11/16/16</b>
<b>REVISED:</b>	

**241 – FIELD TRIPS**

SC 1361

**Section 1. Purpose**

The School Board recognizes that student trips, the primary purposes of which are teaching and learning which are integral to curriculum, can be educationally sound components of approved instructional programs and courses of study. Properly planned and executed student trips can supplement and enrich classroom learning by providing educational experiences in environments beyond the premises of the District.

**Section 2. Authority**

This policy establishes the philosophy, governing rules, plus the approval and reporting requirements pertaining to student participation in student trips. This policy applies to all student trips which, for purposes of this policy, are defined as trips that involve student travel beyond the geographical borders of the District which occur during the scheduled school year, District-sanctioned or sponsored trips which occur beyond the scheduled school year, and/or trips which involve the transport or use of property owned by the District.

**Section 3. Definitions**

- a. Field Trip - 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 designated District employee.
- b. School Groups - includes school activities such as athletics, school-planned class trips, recognized extracurricular, co-curricular or curricular activities, field trips, and tours.
- c. Local Travel - trips confined to within a twenty-five (25) mile radius of the North Allegheny School District.
- d. Non-local Travel - trips exceeding a twenty-five (25) mile radius of the North Allegheny School District, but not exceeding a 250 mile radius of the North Allegheny School District.

- e. Extended Travel - trips exceeding a 250 mile radius of the North Allegheny School District.
- f. Out-of-State Trips - trips which exceed the boundaries of the state of Pennsylvania and require a minimum of a six-week notification for approval.

**Section 4. Delegation of Responsibility**

The Superintendent or designee shall prepare and implement procedures for operation of field trips.

**Section 5. Eligibility Requirements**

- a. Participation Privilege - Student participation in student trips shall be considered a privilege rather than an entitlement. Thus, it is encouraged that eligibility requirements be established.
- b. Uniformity of Requirements - Because of variances in educational programs, student maturity and disciplines in the elementary, middle, and secondary levels, it is recognized that uniform, District-wide eligibility requirements are impractical to formulate and administer.
- c. Establishment of Requirements - Student trip sponsor(s), in concert with their respective building principal(s), shall formulate, maintain, and enforce in non-arbitrary manner eligibility requirements for student participation in student trips that they consider to be most appropriate for their circumstances.
- d. Eligibility Criteria- Eligibility requirements shall include, at minimum, criteria for academic, behavioral and attendance performance.

**Section 6. Prerequisites for Approval**

- a. Parental Approval - Written parent(s)/guardian(s) approval must be sought and obtained prior to allowing any student to participate in a student trip. In part, this approval should be based upon written information provided to them by the District.
- b. Missed School Days - Students may be absent from regular school for one (1) day to participate in a normal student trip. On special occasions, student trips may be planned for more than one school day. Multi-day student trips must be justified by the sponsor with compelling reasons and approved in advance by the appropriate administrator. Generally speaking, student trips requiring student absences of three (3) or more consecutive days will not be approved.
- c. Planning - To qualify for School Board or Superintendent approval, it must be demonstrated that student trips are properly planned, fully funded/budgeted, and the safety and well-being of students is assured at all

times.

- d. Relevance - For participating students, student trips must be relevant to their course of studies and integrated with their approved curriculum. They must also be followed up by appropriate activities that enhance their usefulness.
- e. Make Up Work - Students who miss school days because of their participation in approved student trips shall be given appropriate opportunities and be required to make up all missed classroom work, assignments, and examinations.

**Section 7. Required Approvals**

- a. Within Pennsylvania, Not Involving an Overnight Stay - Student trips within the borders of Pennsylvania that do not include an overnight stay do not require the formal approval of the School Board. This includes academic/athletic competitions. They require only the approval of Building Principals, the Assistant Superintendent, and the Superintendent. Individual student trip approvals are not required for regularly-occurring, scheduled events such as football games and swimming meets.
- b. Within Pennsylvania, Involving an Overnight Stay - Student trips within the geographical borders of Pennsylvania involving an overnight stay must be pre-approved by the School Board, if not academic or athletic competitions. All academic and athletic competitions involving an overnight stay shall be pre-approved by the Superintendent or the Superintendent's designee.
- c. Out of State or Out of Country Student Trips - Student trips beyond the geographical borders of Pennsylvania, whether or not they involve an overnight stay, must be pre-approved by the School Board. This does not include academic or athletic competitions. All academic and athletic competitions beyond the geographical borders of Pennsylvania must be pre-approved by the Superintendent or the Superintendent's designee.

**Section 8. Approval Requests**

- a. Timing - In the absence of compelling reasons, written approval requests should be received from student trip sponsors by the proper approving authorities no less than five (5) calendar weeks prior to the student trip.
- b. Approval Requirement - Properly endorsed approvals and action by the School Board, pursuant to Section 6.0, must occur before a student trip is recognized as approved. No unapproved student trips will be tolerated.
- c. Required Information - Student trip approval requests shall include, at minimum, information as specified in the Administrative Procedures Manual.

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**Section 9. Funding**

- a. Sources - Beyond that which has previously been approved by the School Board and properly included in the District's General Fund Budget, all funding for student trips shall be the responsibility of the sponsors of such student trips. Such funding may be raised by directly assessing the participants or through properly approved fundraising activities that are organized, supervised, and administered by the sponsors or PTAs/PFAs.
- b. Expense Advances - For any District-funded student trip, money may be advanced by the District to a coach or a supervising professional staff member in an amount not in excess of a reasonable estimate of the costs of the student trip. All unspent money must be returned to the District.
- c. Expense Reimbursements - All trip sponsors are required to submit a Pre-Approval for Conference/Permission to Travel Form, with appropriate signatures, along with the request for student trip. To obtain reimbursement for out-of-pocket expenditures, a travel and conference expense form should be obtained from and submitted to the appropriate building principal with proper receipts attached. When an advance payment is made, the proper form to be completed will be sent to the recipient by the District's Business Office.

**Section 10. Transportation**

- a. Use of District Vehicles - Depending on availability, and with the approval of the School Board. District-owned vehicles, equipment, and drivers may be used for approved student trips.
- b. Costs - All costs relating to the use of District-owned vehicles and personnel must be previously budgeted or reimbursed by the sponsoring department or organization to the accounts of the Transportation Department by means of established accounting and budgeting procedures.
- c. Planning - To facilitate planning, student trip sponsors shall consult with the proper District authorities at the earliest possible time to schedule the use of District vehicles, equipment, and personnel.
- d. Long Distance Trips - Because they are not well-suited for long distance travel, District-owned vehicles will generally not be approved for usage in long distance student trips. Sponsors will be encouraged to utilize properly licensed, inspected, and insured inter-state commercial coaches for long-distance student trips.

**Section 11. Supervision**

- a. School Board - Students on student trips shall remain subject to the rules, regulations, and policies of the School Board and the District.
- b. Professional Staff - All student trips shall be properly supervised by

	<p>professional employees of the District.</p> <p>c. Chaperones - Supervising staff employees may utilize the services of responsible parent volunteers and paraprofessionals as chaperones on student trips with the understanding that the services of such chaperones are supplemental to, and not a substitute for, the supervision of the staff members.</p>
<p>Pol. 103.1, 113</p>	<p><b>Section 13. <u>Administration of Medication</u></b></p> <p>a. The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parent(s)/guardian(s), and other designated health officials.</p> <p>b. Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student’s individual needs.</p>
<p>Pol. 210, 210.1</p>	<p>c. Medication shall be administered in accordance with applicable laws, regulations, Board policies, and District procedures.</p> <p><b>Section 14. <u>Unapproved Trips</u></b></p> <p>a. Disclaimer - The School Board and the District shall not endorse, support, defend, or assume any responsibility for any person or organization that takes students on student trips not approved by the School Board or the Superintendent.</p> <p>b. Solicitation Prohibition - No District employee, agent, contractor, or volunteer shall solicit District students for unapproved student trips on District grounds without the permission of the School Board.</p> <p><b>Section 15. <u>Compensation</u></b></p> <p>Unless required by terms of their collective bargaining agreements, or otherwise specifically entitled to them through supplemental contracts, honoraria, grants, or other similar sources, employees of the District shall receive no additional compensation from the District for their participation in student trips.</p> <p><b><u>References:</u></b>          School Code – 24 P.S. Sec. 510, 517          State Board of Education Regulations – 22 PA Code Sec. 4.4          Board Policy – 000, 103.1, 113, 210, 242,243</p> <p><b><u>Replaces Policy</u></b>          3330</p>