

UPPER BUCKS COUNTY TECHNICAL SCHOOL

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: December 20, 2007

REVISED: April 17, 2014

	<p style="text-align: center;">121. FIELD TRIPS</p> <p>The Joint Operating Committee 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 school. 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 school. 2. Help students relate learning experiences to the workplace. 3. Introduce students to community resources, such as cultural, industrial, commercial, governmental, and educational. 4. Afford students the opportunity to study real things and real processes in their actual environment. <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 employee of the school.</p> <p>The Executive Director or designee shall approve all field trips. All overnight or out-of-state field trips must be approved by the JOC prior to the actual event.</p> <p>Students on field trips remain under the supervision and responsibility of the Joint Operating Committee and are subject to its rules and regulations.</p> <p>The Joint Operating Committee does not endorse, support nor assume responsibility in any way for any staff member who takes students on trips not approved by the Joint Operating Committee, Executive Director or designee. No staff member may solicit students for such trips within school facilities or on school grounds without permission of the Executive Director or designee.</p>
1. Purpose	
2. Definition	
3. Authority	

<p>4. Delegation of Responsibility</p>	<p>The Executive Director or designee shall prepare and implement procedures for the operation of field trips.</p>
<p>5. Guidelines</p> <p>Title 22 Sec. 4.4</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 building administrator 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. 7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.
<p>Pol. 103.1, 113</p>	<p><u>Administration Of Medication</u></p> <p>The Joint Operating Committee directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p>
<p>Pol. 210, 210.1</p>	<p>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>Medication shall be administered in accordance with applicable laws, regulations, Joint Operating Committee policies and school procedures.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 517, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Joint Operating Committee Policy – 000, 103.1, 113, 210, 210.1</p>