 **No. 117**

 **SECTION: PROGRAMS**

**TITLE: FIELD TRIPS**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

117. FIELD TRIPS

The Board recognizes that field trips, when used as a device 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:

 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.

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 school employee.

The Board shall consider field trips included in planned instruction guides to have been approved in advance. All field trips not listed in the guides must be approved individually by the Principal/CEO.

Board approval shall be required for those field trips which take students out of the state and those which are planned to keep students out of the school overnight or longer.

Staff members and students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

The Board does not endorse, support nor assume responsibility in any way for any school staff member who takes students on trips not approved by the Board or Principal/CEO. No staff member may solicit school students for such trips within school facilities or on school grounds without administrative permission.

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The Principal/CEO or designee shall develop administrative regulations for the operation of field trips.

Field trips shall be governed by guidelines which ensure that:

 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/CEO 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, with the approval of the Principal/CEO, are allowed a considerable degree of

 flexibility and innovation in planning field trips.

 7. No field trip will be approved unless it contributes to the achievement of specified

 instructional objectives.

Cancellation Of Field Trips

The school monitors the events of the world with regard to field trips. If circumstances warrant it, if the school is advised by a government agency, or at the sole discretion of the administration, the school will cancel the trip and any money that may have been lost through cancellation will be the student or family’s responsibility.

Neither the school, any school representative, nor any representative of the organization sponsoring the trip will be responsible for any loss resulting from the cancellation of the trip.

 References:

School Code – 24 P.S. Sec. 510, 517

State Board of Education Regulations – 22 PA Code Sec. 4.4