

# AVON GROVE SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: SCHOOL SPONSORED  
FIELD TRIPS

ADOPTED: April 15, 1997

REVISED:

121. SCHOOL SPONSORED FIELD TRIPS	
1. Purpose SC 1361	Field trips are often an integral and rewarding aspect of a student's education. <del>Occasionally, teachers may also take students on educational, enriching, or social trips on their own time which are not under the sponsorship of the District.</del> This policy is to clarify the parameters of school sponsored field trips.
2. Authority	The Board has determined the criteria for school sponsorship of field trips as indicated below.
<u>3. Definitions</u>	<u>A school sponsored field trip shall be defined as any approved trip by pupils away from the school premises under the supervision of an administrative or professional employee, 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.</u>
<u>34. Guidelines</u>	<p><u>All school sponsored field trips require the written approval of the building principal, Superintendent, or Board. Requests and approval/denial shall be in writing. Any trip without such approval shall not be a school sponsored field trip even if it otherwise fits the definition of a school sponsored field trip.</u></p> <p>Any trip meeting one or more of the following characteristics <del>will</del> <u>may</u> be <del>considered submitted a for approval as a</del> school sponsored field trip:</p> <ol style="list-style-type: none"> <li>1. Trips taking place during regularly scheduled school hours;</li> <li>2. Trips fully or partially funded by the school district;</li> <li>3. Trips called for in the curriculum;</li> <li>4. Trips that are required for all students; or</li> <li>5. Trips that do not fit into a category as mentioned above, but are Board, <u>Superintendent</u> or principal approved at teacher request.</li> </ol>

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~~All school sponsored field trips require the written approval of the building principal, Superintendent, or Board. Requests and approval/denial shall be in writing.~~

Failure to obtain written permission for ~~field~~ trips, which meet one or more of the characteristics mentioned above, is cause for disciplinary action.

No teacher may take students on any school sponsored field trip which the school district, for whatever reason, has explicitly denied.

All other trips are the personal and exclusive endeavor of the employees as private individuals ~~and do not require principal, Superintendent or Board approval or endorsement.~~ The Board does not endorse, support, or assume responsibility in any way for any staff member of this district who takes students on trips not approved by principal, the Board or Superintendent. No staff member may solicit students of this district for such trips within the facilities or on school grounds without Board permission. Planning for such a trip should not utilize instructional time or school materials.

~~Neither is the employee required to inform the District or its agents of the trip prior to its occurrence.~~ Liability for such trips is, therefore, with the employee organizing the trip, and consequently, the employee is not covered by Section 11.0 of the Collective Bargaining Agreement ~~90-95~~ July 1, 2007-June 30, 2012, Employee Liability for Actions in the Course of Employment, as may be amended from time to time. If any provision of the referenced agreement or any application of the referenced agreement is held to be contrary to law, then such provision shall be deemed invalid, but all other provisions of applications shall continue in full force and effect.

For such trips, parents should be notified that the trip is:

1. Not school sponsored, and
2. The District does not assume any liability for the trip.

The Superintendent shall prepare procedures for the operation of school sponsored field trips, which shall insure that the safety of students shall be protected at all times; parental permission is sought and obtained prior to any school sponsored field trip; and the effectiveness of school sponsored field trips is monitored and continually evaluated.

~~Planning for such a trip should not utilize instructional time or school materials.~~

~~If any provision of this agreement or any application of this agreement is held to be contrary to law, then such provision shall be deemed invalid, but all other provisions of applications shall continue in full force and effect.~~

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45. Chaperons

In order to guarantee the safety and security of students, the minimum number of chaperons (teachers and other adults) is as follows:

One (1) adult per the number of students indicated below:

	<u>Elementary</u>	<u>M.S.</u>	<u>H.S.</u>
Day Trip	10	10	10
Over-Night Trip	15	10	10

Any requests for exceptions to these minimum numbers should be made to the Superintendent in writing.