

LEBANON SCHOOL DISTRICT

POLICY: 121
SECTION: PROGRAMS
TITLE: FIELD TRIPS
ADOPTED: April 16, 2018

121. Field Trips

Purpose

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 ingredient in the instructional program of the schools. Properly planned and executed field trips can:

1. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
2. arouse new interests among students;
3. help students relate school experiences to the reality of the world outside of school;
4. introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational;
5. expand the student's learning experience; and
6. 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 journey by pupils away from the school premises, under the supervision of a teacher or district employee, which is part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

All field trips shall be individually approved by the Superintendent or designee. The Board shall approve those field trips which are planned to keep children out of the district overnight or longer, in accordance with the administrative guidelines. The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved the Board or Superintendent or designee. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

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

The Superintendent or designee shall prepare administrative procedures for the operation of a field trip.

Field trips shall be governed by guidelines which shall ensure that:

1. the safety and well-being of students shall be protected at all times;
2. parental permission is sought and obtained before any student may be removed from school for a field trip;
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 which enhance its usefulness; and
5. the effectiveness of field trip activities is monitored and continually evaluated.

Administration of Medication

The Board 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.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.