

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: October 14, 1991

REVISED: September 23, 2002

121. FIELD TRIPS	
1. Purpose SC 1361	The Middletown Area School Board recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools. Field trips can supplement and enrich classroom procedures by providing learning experiences in an environment outside of schools; arouse new interests among students; and help students relate school experience to the reality of the world outside of school.
2. Definition	For purposes of this policy a <b>field trip</b> shall be defined as a journey by pupils away from the school premises, under the supervision of a teacher, 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.
3. Guidelines	<p>The following guidelines shall govern the planning of field trips:</p> <ol style="list-style-type: none"> <li>1. All requests must be in writing by using the Field Trip Request Form.</li> <li>2. Requests must be channeled through the department head, building principal and Assistant Superintendent.</li> <li>3. Students going on field trips shall be counted as present and permitted to make up any regular work that has been missed.</li> <li>4. Written permission of parent or guardian is required for the participation of students in field trips which extend beyond the boundaries of the district.</li> <li>5. Use of privately owned vehicles is prohibited unless specifically authorized by the principal.</li> <li>6. Students may not be used as drivers on any district field trip.</li> <li>7. Trips over fifty (50) miles must be approved by the Board of Education. Costs for admission or for travel will be at student expense.</li> </ol>

8. Overnight trips will not be approved below grade 9. Exceptions may be made for students involved in competitions or special interest groups.
9. Field trips shall be limited to two (2) per year.
10. Students on school sponsored trips shall be subject to all school rules.

Foreign Trips

1. Trips to foreign countries require approval by the Board of Education. A written request and plan must be submitted, including the reason for the trip, an itinerary, payment of costs, and such other details as are necessary.
2. A minimum of fifteen (15) students scheduled for the trip must be enrolled in the Middletown Area School District.
3. Students who participate in the trip must have parental permission forms stating a waiver of liability on the part of the school officials.
4. Students on the trip will be considered present and shall be given adequate consideration to make up work missed in any of their subject areas.
5. Students and teachers shall be encouraged to arrange their trips during school year vacations or summer vacation.
6. Academic eligibility and conduct will be subject to review by the principal and advisor.
7. Students must be enrolled in a curriculum related to the trip.

High School Band and Concert Choir Trips

1. Biennial trips to music festivals or sites outside of a five (5) hour driving radius required approval by the Board of Education.
2. Students who participate must be members of the High School Marching Band, Concert Band, Jazz Band, Band Front, or Concert Choir.
3. Students on the trip will be considered present and shall be given adequate consideration to make up work missed in any of their subject areas.
4. Academic eligibility and conduct will be subject to review by the principal and director.

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