



Book	Policy Manual
Section	100 Programs
Title	Approved Field Trips
Code	121
Status	Active
Adopted	February 23, 1995
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### **Purpose**

The Board of School Directors ("Board") of Springfield School District ("District") recognizes that approved 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 schools. Properly planned and executed approved field trips can:[\[1\]](#)

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.

### **Definition**

For purposes of this policy, a **field trip** shall be defined as an approved trip by students away from school premises that is an integral part of approved plan instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or District employee.

### **Authority**

Students on approved field trips remain under the supervision and responsibility of the District and are subject to its rules and regulations. Trips must be approved by the Superintendent, the Board or building principal per established guidelines.[\[2\]](#)

The Board does not endorse, support or assume responsibility in any way for any field trips not approved by the Superintendent, the Board, or building principal. No staff member may solicit students of this District for unapproved trips within the facilities or on school grounds of the District.

Any cost not related to an educational experience may be borne by the participant.

### **Delegation of Responsibility**

The Superintendent or designee shall prepare procedures for the operation of approved field trips.

**DISCLAIMERS:**

***This policy is superseded by all current federal and state laws and mandates.***

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**SUPERSEDES:** Policy No. 3541.34, Field Trip Transportation For Students  
Attending Sectarian Nonpublic Schools

Legal

[1. 24 P.S. 1361](#)

[2. 24 P.S. 517](#)

[24 P.S. 510](#)

[22 PA Code 4.4](#)