

THE SCHOOL DISTRICT OF  
PHILADELPHIA

No. 121

Section: PROGRAMS

Title: Field Trips, Social  
Events, and Class Trips

Adopted: April 27, 1981

Revised: May 30, 2019

121 FIELD TRIPS, SOCIAL EVENTS, AND CLASS TRIPS

**Purpose**

The Board of Education (the “Board”) recognizes that field trips, social events, and class trips -- when used as a device for teaching and learning integral to the curriculum -- are an educationally sound and integral part in a school’s instructional programming. Properly planned and executed trips and events can supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools; arouse new interest among students; help students relate school experiences to the reality of the world outside of school; bring all the resources of the community -- natural, artistic, industrial, commercial, governmental, educational -- within the scope of a student's learning experience; and afford students the opportunity to study real things and real processes in their actual environment.

**Definitions**

For purposes of this policy terms are defined as follows :

**Field trip** - any excursion by students away from the school premises, under the supervision of a teacher or other authorized District personnel, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

**Class trip** - enrichment excursion by grade specific students groups away from the school premises, under the supervision of a teacher and/ or class sponsor for the purpose of affording a first-hand enriching experience not available in the classroom.

**Social events** - enrichment activity by students either away from or on the school premises, under the supervision of a teacher and / or class sponsor for the purpose of affording a first-hand, socially enriching experience not available in the classroom.

### **Mandatory Regulatory Guidelines**

Students engaging in social events and participating in field trips or class trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations.

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 the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without Board permission. [1]

### **Delegation of Responsibility**

The Superintendent is authorized to develop administrative procedures for social events, field trips, and class trips. These procedures shall include:

1. Requirements for securing signed parental permission before any student is removed from school for a social event, field trip, or class trip.
2. Protocols for protecting the safety and well-being of ~~the~~ students participating in social events, field trips and class trips.
3. Guidelines for obtaining principal's approval of the purpose, itinerary, and duration of the proposed trip or social event.
4. Standards for integration of the trip with the mandated curriculum including lesson plans as well as follow-up.
5. Guidelines for chaperones or volunteers.

### **Legal References:**

1. Pa. Public School Code, 24 P.S. § 13-1361
2. Pa. Public School Code, 24 P.S. § 5-511(c)