

Section: Instruction

Subject: Field Trips

P-6153

**Board Policy
Milford Public Schools
Milford, CT**

Instruction

Field Trips

The Milford Board of Education (Board) recognizes that field trips are an educationally sound part of the approved curriculum of the District. Field trips provide students with first-hand experiences, and are an effective and worthwhile means of learning. The Board supports field trips of significant educational value related to the total school curriculum under the current fiscal constraints and the guidelines established by the Superintendent of Schools.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, co-curricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

Types of Field Trips

The District recognizes the following types of field trips:

1. School Sponsored Educational Field Trips

School sponsored educational field trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip. This category of trips includes competitive/performance field trips by academic, athletic, (excluding regularly scheduled interscholastic athletic contests) and performing art teams participating in competition or performance.

2. School Sponsored Recreational Field Trips

School groups may plan trips for recreational purposes. They are subject to final approval of the Building Principal. Participation may be limited to the members of the sponsoring organization. Such trips are offered on a voluntary basis and are designed as a social activity.

3. School Sponsored Cultural/Enrichment Field Trips

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the Building Principal.

Section: Instruction

Subject: Field Trips

P-6153

4. Trips Unrelated to the District

The Board cannot accept responsibility for non-school sponsored trips/tours. Individuals who plan trips/tours that are not school sponsored must alert parents and students that the planned trip is not associated with the Milford Public Schools. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. The preparation for non-school sponsored trips shall not take place during school hours. No school materials may be used for letters to parents, directions or other communications.

Approvals of Field Trips

All school sponsored field trips require administrative approval.

- Superintendent approval of any field trip shall be conditional. Approval for any field trip may be revoked at any time by the Superintendent or Building Principal if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students or staff.

Additional Considerations

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy.

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. All reasonable steps are to be taken to ensure the safety of participants. Additionally, the procedures should require prior Building Principal approval of all field trips, and prior approval of the Superintendent or designee. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips.
- All trips are properly supervised.
- All trips contribute substantially to the educational program.
- All safety precautions are observed including supervision of students, communication between teacher and students.

The administration reserves the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

(cf. 5141.21 - Administration of Medications)

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