

Instruction
Field Trips

The Amity Regional School District No. 5 (ARSD) Board of Education recognizes that field trips for students when properly planned, executed, evaluated, and used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of the ARSD.

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 an ARSD teacher or designated employee, 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, but is not limited to, 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 and Board of Education (if necessary). 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. Overnight recreational field trips are prohibited.

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 and Superintendent (see Approval of Field Trips).

Field trips are identified in three categories for the purpose of planning: day trips, overnight trips and foreign trips. Regulations shall include the process for field trip approval, supervision requirements, transportation, and financial arrangements.

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Approvals of School Sponsored Field Trips

All school sponsored field trips require administrative approval.

- For all trips within the State of Connecticut, requests must be submitted to the building administrator 30 days in advance of the departure date. Costs must be ascertained.
- All out-of-state field trips require the approval of the Superintendent of Schools 60 days in advance of the departure date.
- All foreign travel field trips require the approval of the Superintendent of Schools 90 days in advance of the departure date.
- Superintendent approval of all field trips 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.
- Parents/guardians are responsible for obtaining trip cancellation insurance. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.
- Parents/guardians who feel their child should not participate may deny permission, and arrangements will be made for the child to remain at school on the day of the trip.
- Chaperones on school sponsored trips will be covered for liability purposes by the school district policies.
- The administration reserves the right to deny the participation for any student on any field trip based upon a record of inappropriate behavior and/or poor attendance pattern.
- Only students of the ARSD and the school associated with the field trip shall be permitted to attend the trip. During the summer, students will be associated with the grade/school they are entering in September.

Costs of Field Trips

Students may be assessed for the cost of field trips, which may include, but are not limited to, the costs of transportation, lodging, meals, and entry fees. Processing fees associated with electronic

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payments may also be charged. Fund raising activities (following District policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individuals experiencing a hardship. Parents/guardians of students on the free and reduced lunch program should contact the counselor.

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 acceptance of any gratuities, discounts, and/or gifts for personal use resulting from field trips is prohibited. Any gifts, gratuities, or promotional items provided by travel companies will become the property of the District and will be used for the benefit of the trip or the school.

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. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised; all safety precautions are observed
- All trips contribute substantially to the educational program
- All safety precautions are observed

(cf. 5141.21 - Administration of Medications)