

**Series: 6000 - Instruction**

### **FIELD TRIPS**

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board of Education.

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities and any administrative regulations implementing such Board Policy.

The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

ADOPTED: December 19, 2018

New London Board of Education  
New London, CT

## **Instruction**

### **Field Trips and Excursions**

#### **General Regulations**

1. Field trips are permissible when they provide the most effective means of accomplishing instructional objectives determined in advance.
2. Students going on field trips will be counted as having an authorized absence and will be permitted to make up any regular school work they have missed.
3. The school will provide appropriate educational experience for students whose parents do not wish them to participate.
4. Student safety will be a primary consideration during the trip.
5. All field trips will begin and end at school.
6. Use of privately-owned vehicle may be authorized by the Principal in certain circumstances.
7. The route of travel will be at the discretion of the driver unless the Principal has a preferred route agreed to by the driver.

#### **Responsibilities of the Teacher**

1. All teacher requests for student trips should be submitted to the Principal for approval prior to the making of arrangements. Request forms will be standard for the school system.
2. Upon the Principal's approval, the teacher will send permission requests to parents at least five school days before the date of the trip. Permission forms will be standard for the school system and will, indicate the date, time, and purpose of the trip.
3. No later than the school day preceding the day of the field trip, the staff member in charge is responsible for submitting to the Principal an accurate written list of names of all persons to be transported.
4. The staff member in charge is responsible for notifying the Principal of any change in original plans as submitted to the Principal.

## **Instruction**

### **Field Trips and Excursions**

#### **Responsibilities of the Teacher** (continued)

5. The staff member in charge must provide for proper supervision of students. Non-certificated staff and parents may assist in such supervision of students when approved by the Principal.
6. When a field trip is made to a place of business or industry, the staff member responsible must be assured prior to beginning such a tour that an employee of the host company will serve as a conductor.
7. Appropriate instructional activities shall precede and follow each field trip.
8. The staff member in charge is responsible, before returning, for notifying the Principal if a student is missing.
9. The staff member in charge will file a written report on the trip within a reasonable time.
10. Eating and drinking on buses in motion are prohibited. When necessary to take lunch on a trip, arrangements should be made by the staff member in charge to leave the bus to eat unless weather conditions dictate otherwise. He or she is responsible for seeing that the bus is tidy after the students finish eating and before the trip is resumed.
11. Field trips are an extension of the classroom. All school rules apply.

#### **Responsibilities of the Principal**

1. The Principal will approve or disapprove a teacher request for a field trip, basing his or her analysis on the quality of instructional purposes, availability of appropriate transportation, sufficient qualified supervision, and building budget limitations. At his or her discretion the Principal may authorize student payment of nominal charges, as for bus rental, and miscellaneous expenses.
2. Before departure of students on a field trip the Principal will determine that written permission slips have been received from the parent of each student scheduled to take the trip. This list shall be kept on file in the Principal's office.
3. The Principal shall inform the Superintendent of all trips which will require students to be away from home overnight.

## **Instruction**

### **Field Trips and Excursions (continued)**

#### **Responsibilities of Parents**

1. Written permission of parent or guardian is required for the participation of students in all field trips extending beyond the boundaries of the district or requiring transportation.
2. Unless they are part of the group to begin with, children may not accompany parents when parents serve as adult supervisors on a field trip.