

## FIELD TRIPS AND EXCURSIONS

Out-of-District field trips (excluding regularly scheduled athletic events) must be pre-approved by the School Principal and Superintendent. Application for approval must be made by a teacher who, as an agent for the School Department, will take primary responsibility for the trip, and must follow the following guidelines:\*

- All field trips must be an extension of classroom learning and directly enhance the learning in a setting that could not be conducted in the classroom.
- A maximum of two field trips per class per year will be allowed; any exceptions need to be approved by the Superintendent or his/her designee.
- Transportation to site can be no more than 45 miles one way and no more than one hour travel time.
- To avoid duplication the Field Trip Committee will establish a filed trip menu for teachers to select from that:
  - Are grade appropriate and matched directly to the curriculum
  - Address GLEs, GSEs and standards
  - Have measurable objectives
- All students are given equal access to the same field experience at his/her grade level. (IE. if it is established that students in grade 4 should experience Professional Theater, then all students in grade 4 should have a Professional Theater experience.)
- No finalized plans or commitments shall be made until the “trip” has received approval.

### General Requirements

- ✓ Regular day field trips must be submitted at least three weeks in advance by the sponsoring teacher to the Building Principal for approval.
- ✓ One adult sponsor or chaperone for every 8-10 students.
- ✓ Parents may be used as chaperones, but the sponsoring teacher must assume the leadership responsibility.
- ✓ Cost of trips should be kept at a minimum.
- ✓ School buses must be used unless special written permission is granted for other transportation.
- ✓ If boys and girls are to attend a trip, then every effort will be made to ensure that both male and female chaperones are present.
- ✓ Parent or legal guardian permission is mandatory

- ✓ Students not able to participate in a field trip shall be at school and involved in worthwhile curricula-based activities.
- ✓ Students who have exhibited poor school behavior may lose the privilege of participating in a field trip. The decision will be made by the sponsoring teacher and the Building Principal.

### **Documentation**

The sponsoring Teacher shall prepare and submit the following documentation for the Building Principal for all field trips:

- a) The purpose for the trip including the academic connections and pre and post activities
- b) The itinerary
- c) Number of Students who intend to participate
- d) Names of chaperones and provisions for supervision
- e) Proposed dates
- f) Means of financing – budgeting or otherwise
- g) Complete notification to parents with signed permission slips that state the date, time and place of the proposed field trip.

\*Exceptions can be made with approval of the building Principal and Superintendent with appropriate justification.

ADOPTED: May 24, 1993

REVISED: August 21, 2006

Bristol Warren Regional School District, Bristol, RI