

SALEM SCHOOL DISTRICT
Salem, Connecticut

INSTRUCTION

FIELD TRIPS

The Board of Education encourages and sanctions student trips or other out-of-district school activities, including participation in interscholastic events, community civic projects and international travel which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students.

The administration may place restrictions consistent with State and Federal law upon a student's participation when in the staffs' judgment the student's welfare requires such restrictions.

All field trips within the state must be approved in advance by the Principal and the Superintendent or his/her designee. All out-of-state, overnight and out-of-the-country field trips must be approved in advance by the Board as provided below:

1. All out-of-state field trips approved by the Board of Education must include the assurance of the Principal that financial assistance is available to ensure the participation of students who would otherwise be excluded for financial reasons.
2. In order to provide ample notice to parents and students and to assist them in preparing to meet any financial costs involved in out-of state field trips each Principal shall publish, no later than June 1st each of year, a listing of all field trips approved by the Superintendent for the ensuing academic year, including the projected costs to students, if any, and the number of days out of school which the field trip will involve.
3. If any out-of-state field trips are proposed subsequent to the June 1st listings, they must be approved at least one month in advance by the Board of Education.
4. Trips planned for out-of-the-country must be approved in advance by the Board of Education and, when approved by the Board of Education, shall be included in the annual June 1st listing of field trips.
5. Out-of-the-country field trips presented to the Board of Education after the June 1st listing has been published must be presented for approval not less than one month in advance.

Permission slips, signed by the student's parent or guardian, are required for all off-site trips.

The Board of Education will not endorse or support trips sponsored by private agencies and considers advertising and soliciting participation in such trips on school premises to be inappropriate.

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