

Instruction

Field Trips and Community Service

The Woodstock Academy Board of Trustees 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 Academy.

A field trip is defined as any trip beyond Academy property which students take under the guidance and direction of The Academy, 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 Academy staff, under the direction of the Head of School or his/her designee, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his/her Academy program to enable him/her to participate and shall be counseled as to his/her obligations in fulfilling them. The Head of School or his/her designee may place restrictions upon a student's participation when in the staff's judgment his/her welfare requires it.

The Head of School or his/her designee will develop appropriate procedures for the approval of a field trip which will be published in the Faculty/Staff handbook(s).

All teachers must keep on file a signed permission slips of students attending the field trip. No student will be allowed to participate unless his/her permission slip is on file.

In the interest of safety, teachers planning field trips should arrange for one adult chaperone for every 15 students participating. At least one teacher must accompany the field trip. Exceptions to this procedure must be cleared through the Head of School or his/her designee.

The "Code of Student Conduct and Responsibility" is in effect during all field trips.

When it becomes necessary to arrange student bus transportation, the faculty member responsible for the trip will make all necessary arrangements through the appropriate staff person. Advance full payment must be made before buses are contracted. Transportation other than bus must be approved by the Head of School or his/her designee.

Policy Adopted: August 25, 1992

Policy Updated: June 21, 2016

The Woodstock Academy
Woodstock, Academy