

## FIELD TRIPS

The school committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration and reviewed and approved by the School Committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight trips have the prior approval of appropriate Administrative level.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities.

1. Approval of the School Committee must be granted **prior** to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.
2. The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.
3. The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.
4. The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.
5. All proposed field trips must have the approval of the school building administrator.
6. All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.
7. Each student who goes on a field trip must have written parental permission.
8. Enough supervision must be provided so that discipline on the trip is effective.
9. All trips must be well planned, properly timed, and related to regular learning activities.

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