

Series 5000

Students

Field Trips

The Eastford Board of Education (the “Board”) 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.

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 (Policy No.5100) and any administrative regulations implementing such Board Policy.

The Superintendent or designee is authorized to develop administrative regulations to implement this policy. The Board will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and any accompanying administrative regulations.

Policy adopted: 04/12/01

Revised: 03/08/18, 6/13/24

Revised and Renumbered: 08/17/23

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Administrative Regulations Regarding Field Trips

The Eastford Board of Education (the “Board”) encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

Teachers are encouraged to use surrounding communities and state sites as teaching resources. Field trips should be directly related to classroom learning activities and follow the guidelines below:

1. The building principal must approve all field trips held during the school day. When planning a day trip, teachers must submit a request for approval at least 30 days prior to the scheduled date of the trip. Once approved, teachers must also consult with the school nurse regarding any student health needs and how they will be accommodated on the trip.
2. The Superintendent and Board must approve field trips that involve overnight stay for students. When planning an overnight field trip, teachers must submit a request for approval at least 30 days prior to the scheduled date of the trip. Once approved, teachers must also consult with the school nurse regarding any student health needs and how they will be accommodated on the trip.
3. All trips must be within budgetary allotments for such purpose. Any trips for which there is no budgetary appropriation must have advance approval of the Board.
4. Any fundraising associated with a student field trip must be approved by the Board and comply with the provisions of Board Policy No.5100 (Fundraising Activities) and its administrative regulations. i.e., approval by principal with notice to the Board.
5. Students may be asked to pay all or part of the expenses of field trips. Teachers shall notify students and families that, if they are unable to pay, they may contact the teacher and/or building principal to request waiver of payment. No child shall be excluded from a field trip because of inability to pay.
6. Bus transportation shall be used when practicable. Private vehicles may not be used without obtaining permission from the Board of Education.
7. Each student on a field trip shall have written parental permission prior to participating in the trip.

Policy adopted: 04/12/01

Revised: 03/08/18, 6/13/24

Revised and Renumbered: 08/17/23

2

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8. Parents or other adults may serve as chaperones. Interested parents and adults should contact the teacher responsible for the trip to express their interest and determine whether they may attend in this capacity.
9. After the field trip, students, teachers, and the administration should evaluate each trip, as related to educational value and other factors as determined by the principal or designee.
10. Except as approved by the building principal, a ratio of one chaperone for every 10 students shall be required.

Policy adopted: 04/12/01

Revised: 03/08/18, 6/13/24

Revised and Renumbered: 08/17/23

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