

## **FIELD TRIPS**

**FILE: IICA-R  
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The following procedures are recommended for all proposed field trips, taking into account the necessary variations that may occur due to the different grade levels of the students.

- A. In as much as possible, field trips will be planned in advance as part of the teacher's curriculum. Should the principal require such, the trips may be included as part of the teacher's annual budget request.
- B. Individual field trip requests for day trips will be submitted in duplicate to the principal ten days prior to the day of the trip. The appropriate request form will be used, clearly stating the planning activities and the goals and objectives of the trip.
- C. The number of chaperones required for any field trip will be at the discretion of the principal. There must be at least one school official (teacher, administrator) on any trip. It is desirable that one chaperone ride in the back of the bus.
- D. Student will be required to turn in parent permission forms no later than the day prior to the field trip. Verbal permission over the telephone will not be accepted for those students who forgot permission forms.
- E. Teachers will prepare a list of those whom they anticipate will be participating in the field trip and submit it to the office one week in advance of the trip. This will provide adequate notice to other faculty members who lessons may need adjustment due to the field trip.
- F. Because field trips are meant to be educational in nature and have a strong connection with the classroom curriculum, students are required to attend a field trip as they would a class. Absentees from a field trip will be required to complete a related alternate assignment.  
  
Should a parent refuse to grant the student permission to participate in a field trip, the student will be provided with appropriate alternative assignments to be completed in school on the day of the trip. The intent is not to penalize students whose parents do not grant permission.
- G. The School Department will provide transportation for school-related trips within reason. The school will not support trips that are purely recreational in nature. Principals will carefully screen field trip requests to ensure that recreational trips do not occur during the regular school day. Students will be assessed transportation fees for club and recreational trips.

Students are required to pay admission fees for museums, theaters, etc. depending upon the prior budgeting for the trip. We recognize the need to, at times, assist low income students so that their participating will not be denied.

- H. The kitchen supervisors should be notified if adjustments need to be made regarding the number of lunches to be served. Request for bag lunches should be made two weeks in advance.
  
- I. All of the School Department policies with respect to student behavior apply to field trips. The field trip experience is an extension of the school and, as such, demands that students represent Windham and their school with pride through appropriate dress and behavior.

First Reading: May 20, 1998  
Second Reading: June 17, 1998

**WINDHAM SCHOOL DEPARTMENT**