

Instruction**Field Trips and Community Service**

The Board of Education encourages and sanctions student trips or other out-of-district school activities (**includes extracurricular activities**), including participation in community civic projects and international travel which are **related to the curriculum** and 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 **and assure equal access for all students..**

The administration may place restrictions upon a student's participation when in the staff's judgment **the student's** welfare or **the welfare of others** requires it. Field trips are an extension of the classroom and **all** school rules **apply** to another location.

On all field trips sponsored by Weston public schools, all school policies and Board of Education rules and regulations are in force.

Policy adopted: March 5, 1991
Policy revised: April 27, 2004

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Instruction

Field Trips

The Board of Education considers student trips and excursions made for educational purposes as a part of the Weston school program. The Board accepts responsibility only for trips which have been approved in accordance with this regulation.

Procedures for Approval of Trips

All school-sponsored trips must be **approved** by the principal and approved by the Superintendent. Teachers may tentatively explore possible trips with students in order to assess their interest, but **must** make clear that such trips are subject to administrative approval. No definite plans or solicitation of funds shall be made prior to administrative approval.

Teachers are responsible for following field trip guidelines and for filing field trip approval requests **according to the required timeline, as well as** for the regulations to be followed concerning transportation, collection of money for the trip from students, safety, insurance coverage, etc. Specific information covering these areas shall be available to teachers **from the business office and school.**

Types of Trips

1. Area Trips/Tours

Field trips which are part of the school program **are** open to all students **in accordance with this policy.** Funding shall be provided for students **who meet scholarship guidelines.**

2. Extended Trips

The Board recognizes the value of extended trips involving students and teachers (or other adults) and encourages the scheduling of such trips to take place **during** the regular school calendar **year** such as on weekends **and** recesses.

A. School Sponsored

- 1.) The participants, employees and students, must show evidence of accident and health insurance. **An employee or student who fails to provide this evidence shall not participate.** The principal will have on file the documentation of said insurance.

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- 2.) Students and adults, **other than chaperones who have received prior approval to participate**, are responsible for their own travel and living expenses while on the trip unless other provisions have been made.
- 3.) **Accommodations for students may not include students staying in private homes**
- 4.) All Board of Education policies and administrative procedures must be followed on school sponsored trips **by students and adults**.

B. Non-School Sponsored Trips

- 1.) The teacher acting as a private agency must advise the school **in writing** of intent to plan such trips.
- 2) Non-school sponsored trips may not be planned on school time, and the facilities of the schools may not be used in planning them. Letters to parents, directions, or other communications may not be distributed at schools.
- 3.) Students will not be contacted during regular school hours. The principal may approve a limited number of meetings related to the proposed trip to be held in the school building.
- 4) No pressure of any kind will be exerted on students to influence their participation.
- 5.) Clear and definitive statements from **sponsoring** agents must accompany all materials and literature advising **participants and their guardians** that the school district is not in any way sponsoring or participating in this activity.
Copies of all materials must be provided to the Business Office.

Use of Chartered Buses

All chartered buses used for Weston field trips must be appropriately registered with the state motor vehicle department and appropriately insured

Use of Private Automobiles on School Trips

The use of private automobiles on school trips is discouraged under normal circumstances. When private automobiles need to be used they shall be used only under the following conditions:

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1. The process for approval of field trips has been followed.
2. Students are not drivers.
3. Seatbelts are provided for all passengers
4. The licensed driver **submits** the "Verification of Liability Insurance" form and the "Verification of Driver Record" form prior to the trip.

Chaperones

The chaperone/student ratio is predicated on:

- A. The nature of the trip
- B. The requirements imposed by the agency or organization being visited.

In the absence of B, the school system will require the following minimum ratios:

<u>Grade</u>	<u>Ratio</u>
Preschool	1:3
K-5	1:7-10
6-8	1:10-15
9-12	1: 15-20

Appropriate educational experience and proper supervision shall be provided for any student whose parents do not wish them to participate in a field trip.

Regulation approved:
Regulation revised:

September 21, 1992
April 27, 2004

Weston Public Schools
Weston, Connecticut