

Existing policy adopted 5/20/14, appropriate as written.

Instruction

Field Trips

Field trips are an important mechanism for relating classroom curriculum to the real world. Therefore, opportunities will be offered to students for field-oriented study as an appropriate component of classroom programs. An updated resource file on field trips will be available in the Library Media Center.

A field trip should be planned so that at least two-thirds of the time is devoted to study activities and no more than one-third of the time is spent on recreational activities. All field trips will be authorized by the Principal. Trips for each class should be planned so that they are spread intermittently throughout the school year.

All trips must be approved by the administration before information forms are sent home. Information slips must be signed for each trip and must be returned to the teacher prior to departure. Trips out-of-state must have prior Board approval.

Trips that are directly related to the curriculum and serve as a primary resource of student learning, relative to a unit of study, shall be supported by school district funds, including admission and transportation costs. For each curriculum-related trip, a letter must go home to the parent at least one week in advance of the trip with information about the purpose of the trip as it relates to the classroom, the curriculum, the destination, times of departure and return, items which the children should bring with them and supplemental funds that students may need for the trip (e.g lunch, souvenirs, etc.).

A roster of the students and adults assigned to a bus must be left in the school office before departure. The office must also have a list of the students who for any reason are not participating in the trip. Students are expected to ride the bus to and from the destination with their classmates. Following a field trip teachers should spend time debriefing with children about what they saw and experienced.

WOODBIDGE FIELD TRIP REQUEST FORM

Please allow at least four (4) weeks for processing of any field trip request.

Field Trip # _____

Date of request: _____

Date of Trip: _____

Assigned at Business Office

Teacher(s) _____

Grade _____

Field Trip Destination _____

Phone# _____

Address _____ City _____ State _____

Time of Departure _____ Time of Return _____ Location of Pick-up South ☐ North ☐

Will the children be **absent during lunch**? Yes ☐ No ☐ If so, please advise the Cafeteria staff
Is a **SPECIAL SERVICES** bus needed for this trip? Yes ☐ No ☐ If so, please specify need _____
Is a **NURSE** needed for this trip? Yes ☐ No ☐ If so, please discuss with the Nurse.
Can we **MAIL THE CHECK** to them for the admission? Preferred Yes ☐ No ☐

TRIP ATTENDANCE: # of CHAPERONES using bus: _____ Limited number of seats (chaperones pay for themselves) _____

of Students _____ # of Teachers _____ # of Nurses _____

of Teacher Assistants _____ # of BOE Children _____

COST OF ADMISSION PER CHILD (per attached invoice) _____ **OR FLAT FEE** _____

THE ABOVE MUST BE COMPLETED IN ORDER TO CALCULATE TRIP COSTS.

Description of how this trip
Relates to classroom
curriculum & the real world.

At least 2/3's of the time
(exclusive of travel & lunch)
will be devoted to the
following field-oriented
study:

SIGNATURES REQUIRED FOR APPROVAL

Principal

Date

Superintendent

Date

Out of State Trips Require B.O.E. Approval

Board Chairperson

Date

This request has been: Approved _____ Denied _____ **COST PER CHILD IS \$** _____

Your BUS DRIVER is:

Woodbridge Field Trip Permission Slip

Dear Parent/Guardian:

We are planning a Field Trip to _____
on _____. This trip is _____
_____. The cost of this trip is \$_____ per student.

No student will be excluded from this trip due to inability to pay. If this is a concern, please contact your teacher or principal as soon as possible.

Please sign and return the permission slip below with payment information* or payment ***NO LATER THAN*** _____.

*You can easily pay for this field trip with the online payment/registration system by clicking on the "Field Trip" link located on our website www.woodbridge.k12.ct.us

Other Information:

Sincerely,

Woodbridge Board of Education – Beecher Road School Field Trip Permission Slip

I give permission for _____ in _____ class, to
Student Teacher Name

Attend the above Field Trip to _____

I have paid \$_____ by _____ online payment/registration system *(see above)

or _____ Check, or _____ Cash

*Please make checks payable to: **WBOE Field Trip Account***

Parent/Guardian Signature

Date

Print Name

Would you like to be called to chaperone this trip, if needed? ☐ Yes ☐ No

Please supply us with a phone number _____

Woodbridge Board of Education Field Trip Procedures

1. All Field Trips begin with the **Teacher** who will complete the **Field Trip Approval Form** and submit it to the appropriate Principals office.
2. If a **Nurse** is required on a field trip, the Teacher/Teacher Assistant will discuss the need and availability with the nurse assigned to their grade level. The nurse will assess the needs of the class. If their attendance is needed, they will obtain their own coverage for the day.
3. The Field Trip Approval form when approved by the principal, is submitted to the **Superintendent's Office** for approval. **NOTE: Out-of-State trips** will need **extra time** to be approved at a Board of Education meeting **before** approval by Superintendent.
4. The **Business Manager** will approve the cost of the trip and the charge to each child, as calculated by business office staff. All **chaperones pay the admission for themselves**.
5. The **Business Office** staff will enter information into **ProClass** and obtain a **bus** according to policy. A copy of the completed approval form will be sent to the School Office, the teacher and the nurse.
6. The **Permission Slip Form** to be completed with cost, payment options and the deadline for the collection of funds, as well as other important information that the teacher may need to include to the parents. There is a copy of one in the Business Office Forms in the staff email system.
7. Funds collected are to be brought to the Business Office staff with the **Field Trip Funds for Deposit Form, Verification/Breakdown sheet and copies of checks**. Checks are to be stamped with the **For Deposit Only** stamp. **NOTE: DO NOT HOLD CHECKS FOR WEEKS AT A TIME**. Money should be **locked** in a designated area until submitted to the Business Office. Accounts Payable will confirm amount, create deposit slip and deposit at bank.
8. If a check is required for the admission fee, the Teacher/Teacher Assistant submits a **Field Trip Check Request Form** with an **invoice** that states the fee per child or group, to the Business Office. If possible, **mailing of the check is preferred**. If the check cannot be mailed, it can be picked up at the Business Office on the morning of the trip. The check is to be kept in a secure place until needed. Please provide as much time as possible for processing of a check, at least **four (4) school days prior to trip**.
9. **NO CHECK WILL BE ISSUED UNLESS SUFFICIENT MONEY HAS BEEN RECEIVED FOR THE TRIP.**

Please be sure to follow these steps. It takes a team to ensure a successful field trip for each student. If you have any questions or concerns, please contact your principal. Your cooperation is greatly appreciated.

Woodbridge Board of Education Field Trip Procedures

Flow of Field Trip

Teacher/Team decides on trip, fills out **Field Trip Approval Form**, signs, and sends to Principal.

Principal signs her/his approval for trip and sends to Superintendent.

Superintendent approves trip and sends to Business Office (*unless it is an out of state trip, then it will need BOE approval first*)

Business Manager & Accounts Payable staff calculates the cost of the trip.

Accounts Payable arranges bus for trip and puts trip into ProClass.

Accounts Payable sends approved copy to Teacher/Assistant, school office and nurse.

Teacher or Assistant sends home permission slip.

Teacher or Assistant **collects permission slips and money**.

Teacher or Assistant attaches necessary **deposit forms** and brings to Business office staff

Accounts Payable counts deposit, fills out deposit slip and takes to the Bank.

Teacher or Assistant fills out **Check Request Form**, attaches invoice and sends to Business Office.

Accounts Payable processes check for mailing or pick-up at Business Office.

Bus shows up.

All have a happy Field Trip!