

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 **Main Office 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~~ **two** weeks 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.

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WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut