

FIELD TRIPS

NEPN/NSBA Code: IJOA

Field trips are encouraged whenever they are pertinent to the school's mission. They should never be taken just for the sake of taking a trip. All field trips should be organized through the principal. All requests must be submitted at least 10 days in advance of departure.

Field trips should meet the following criteria:

- A. Pre-planning has taken place and is evident.
- B. Contact with the agency to be visited must be accomplished prior to application.
- C. Parental permission slips must be obtained prior to the trip and a file containing the slips should be presented to the principal.
- D. Proper supervision during the trip will consist of at least one chaperone per 15 students. Overall responsibility for the supervision shall be the responsibility of a designated faculty member.
- E. A lesson plan will be submitted for each field trip. It should contain goals, objectives, course content, preparatory activities, and follow-up activities.
- F. Letters of appreciation should be sent to the host.
- G. A student scheduled for a field trip may be excused from the trip if the parent or guardian indicates their approval in writing. In lieu of participation in the field trip, the excused student will be expected to attend school.
- H. Out of state trips must be approved by the School Committee at least two weeks in advance of the trip.

Legal Reference:

Cross Reference:

First Reading: October 9, 1996

Adopted: November 13, 1996