

Instruction

Field Trips - Regulations

The following factors shall be considered in the selection of field trips for students of the Brookfield Public Schools:

1. value of the activity to the particular class, grade or group
2. relationship of the field trip activity to a particular aspect of the classroom instruction
3. suitability of the activity and distance traveled in terms of student's age level
4. mode and availability of transportation
5. cost
6. previous experience of the student on similar trips to minimize duplication
7. supervision
8. planned follow-through on the experience gained

The Board of Education is responsible for approving all field trips that require the participants to leave the country or to stay away overnight. All other field trips shall be authorized by the superintendent or designee.

All students are required to submit a signed parental permission slip and all required fees to the field trip supervisor within the designated time, prior to the field trip.

Student supervision shall be at a 1:8 to 1:10 adult to student ratio to ensure the safety of the participants. All staff and volunteers attending a field trip shall be made aware of special needs of students and, as necessary, training shall be provided so that adults can accommodate these special needs. If necessary, a school nurse may be assigned to a field trip.

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A telephone "tree" shall be established by the staff responsible for all field trips returning after school hours, to facilitate parent communication in the case of lateness and/or an emergency. A list of all participants shall be maintained in the office of the building principal.

Anyone requesting a field trip shall complete the "Request for Field Trip" form. All Forms must have proper approval and be placed on file in the superintendent's office.

Personal vehicles shall not be used for field trips without the prior approval of the superintendent or designee.

The staff in each building shall establish a process for providing funding for those students who would be excluded from a trip because of family financial constraints.

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BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut