

# DANBURY PUBLIC SCHOOLS

Danbury, Connecticut

## POLICY

### *FIELD TRIPS*

Adopted: 1/24/01

Policy No. 8-160\*

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The Board of Education recognizes that an appropriate field trip can be a means of stimulating student interest and inquiry. It can provide opportunities for enriching social and intellectual growth through a natural extension of the classroom into the community. To the extent that a field trip provides a means of accomplishing a general curriculum objective, it may be authorized by the building Principal.

To achieve sound teaching and learning outcomes, a field trip requires thoughtful selection, careful advanced preparation and well organized educational activities for students to assimilate the experience during and at the conclusion of the trip. To this end, a teacher and Principal will consider these factors:

- a. The field trip is a related learning experience for a specific area of the instructional program;
- b. The opportunity to participate in a field trip shall be available to all students in a particular class or program. Students participating in a field trip will not be penalized for being absent from other classes or programs for their participation in the field trip. Students going on a field trip are responsible for all work or tests missed during their absence;
- c. The use of school time for field trips for any class should be minimized;
- d. The activity is suitable for the age level of the class;
- e. The distance and transportation requirements are reasonable;
- f. There may be times when a school's education goals may be served by field trips which are recreational in nature; such trips must conform to State mandates regarding the minimum length of the instructional day, or be held outside of school hours;
- g. Provisions must be made to enable all students to participate in field trips when there are individual financial cost. Sufficient time for planning for participation in field trips and raising funds should be available.

Teachers and other district personnel are expected to follow administrative procedures for the approval of field trips. A teacher who organizes an event with one or more students without following the appropriate approval procedures is acting outside the scope of their employment and is solely responsible for any related liability.

Authorization for Northern/Mid-Atlantic regional field trips will be the responsibility of the school Principal. Consultation between teachers and Principals will be completed before approval is granted. All others will require approval at the Superintendent's level. Trips leaving the mainland will require Board of Education approval.