

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p align="center"><i><b>FIELD TRIPS</b></i></p>	<p>Reviewed: 1/25/08</p>	<p>Policy No. 8-160  Page</p>
<p><b><u>Planning</u></b></p> <p>Planning and conducting a field trip will comply with these regulations:</p> <ul style="list-style-type: none"> <li>- the field trip will be a learning experience linked to a classroom instructional unit</li> <li>- The time away from school and the loss of required instructional experiences in other program areas will be designed to minimize the impact upon the participating students and remaining students.</li> <li>- All students enrolled in the course or class will be eligible and encouraged to participate in the field trip. Denial of a field trip privilege will follow the due process procedures under the discipline code.</li> <li>- Field trip costs will be reasonable for the activity.</li> <li>- Adults and students may share in the various found-raising costs associate with transportation, admission fees, etc.</li> <li>- Adults and staff assisting on the field trip will not experience personal financial gain.</li> <li>- A source of supplemental funds necessary to assist students who may experience financial hardship shall be identified by the principal and teacher before approval is granted. Parents will be notified of procedure to apply for financial assistance through field trip announcements.</li> <li>- Whenever possible, the scheduling of field trips which requires multiple days should correspond to time when our schools are not in session.</li> <li>- Supervision – the classroom or student group will have the assigned teacher present on the trip. Additional chaperones will accompany the field trip group in order to achieve an overall ratio of students to each adult present on the field trip. This ratio will have a degree of flexibility depending upon the chaperone</li> </ul>		

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p align="center"><i><b>FIELD TRIPS</b></i></p>	<p>Reviewed: 1/25/08</p>	<p>Policy No. 8-160  Page</p>
<p>group, as well as the age of the group and the location of the field trip.</p> <p>Recommended ratios:           Adults 9-10 students to each adult Teachers:                           10-12 students to each teacher</p> <p><b><u>Criteria for Financial Subsidy from the Board of Education</u></b></p> <p>The teacher sponsor will submit an early declaration of intent to apply for a subsidy. The intent to apply will describe how the field trip will be linked to a result of:</p> <ul style="list-style-type: none"> <li>- a special invitation</li> <li>- a special competitive event</li> <li>- an extraordinary achievement/accomplishment</li> <li>- an outstanding recognition award</li> </ul> <p>The application will identify the total amount of the subsidy in relation to the overall cost for the trip, as well as the individual student/family cost. This subsidy will identify the total amount in relation to the size of the group. The application will be submitted and approved before any special fund-raising is conducted by students/parents or support groups.</p> <p><b><u>Notification</u></b></p> <p>After the principal authorizes the field trip, complete information will be prepared and distributed to the parents and students describing this activity. If the field trip requires approval by the Superintendent of Schools or the Board of Education, the notification will be delayed until approvals from these levels are secured. All requests for approval by the Superintendent or the Board of Education will require review and recommendations from the appropriate Assistant Superintendent or Associate Superintendent.</p> <p>This information should include: purpose of the trip cost of the trip, departure and return time; type of transportation; food needs or meal plans; location and nature of activities at the site; source of funding for students with financial need; activities for students who do not participate; needs for adult/staff assistance to supervise the student group; telephone contacts for emergencies or delays in returning home; standards for student behavior and disciplinary procedures; as well as any unique liability conditions.</p>		

<p align="center"><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p align="center"><b>REGULATIONS</b></p>	
<p align="center"><i><b>FIELD TRIPS</b></i></p>	<p>Reviewed: 1/25/08</p>	<p>Policy No. 8-160  Page</p>
<p>Parental permission slips will be on file before the group leaves the building. This form will contain parental consent, special medical needs and treatment contingency plans for individual students, and emergency contact persons and telephone numbers.</p> <p><b><u>Discipline</u></b> Whenever a student's behavior becomes a basis to deny field trip privileges while at the location of the field trip, these procedures will be followed:</p> <ul style="list-style-type: none"> <li>- Parents will be contacted by telephone to discuss the nature of the incident and the need for student to be isolated for the balance of the field trip or to return home.</li> <li>- If transportation is not feasible or available, the student will remain with the group, but can be isolated with close supervision.</li> <li>- If the parent is unable or unwilling to arrange for transportation, the teacher in charge of the trip will             <ol style="list-style-type: none"> <li>1. arrange to secure available private transportation for the student to return home;</li> <li>2. reconfirm by telephone with the parent(s) the plan for transporting the student with expected departure and arrival times, as well as location;</li> <li>3. personally supervise the transportation of the student to the departure location of the designated transportation source.</li> </ol> </li> </ul> <p>When the teacher in charge of the field trip returns to school, arrangements will be made to:</p> <ol style="list-style-type: none"> <li>1. prepare a written report for the school principal to consider for administrative disciplinary action under the student discipline code and the Board of Education policies</li> <li>2. submit receipts for cash used from a small petty cash field trip allocation provided for the trip. Parental reimbursement of these expenses to the petty cash field</li> </ol>		

<p><b>DANBURY PUBLIC SCHOOLS</b> Danbury, Connecticut</p>	<p><b>REGULATIONS</b></p>	
<p><i><b>FIELD TRIPS</b></i></p>	<p>Reviewed: 1/25/08</p>	<p>Policy No. 8-160  Page</p>
<p>trip account will be pursued by the building principal  3. submit recommendations, if appropriate, for changes in the field  trip practices, procedures and regulations.</p>		