

Instruction

Field Trips and Excursions

Student trips of exceptional educational value are to be encouraged. These trips must pertain to a specific element of the curriculum, and be integrated into the curriculum.

Administrative regulations shall be set up to assure the following:

1. The educational value of a trip.
2. The safety of students and their adequate supervision.
3. That all participants have parental permission.
4. That all trips and arrangements for them have the appropriate advanced approval.
5. Student behavior is satisfactory.

Instructional field trips are those which are directly related to ongoing classroom instruction. They provide a means for staff and students to relate the instructional program to the community outside the schools.

Student trips shall be permitted to the extent that they provide the most effective means of accomplishing objectives related to given aspects of the instructional program. Trips should be considered as a method of instruction and planned as such with definite objectives determined in advance.

All overnight trips sponsored by the Board of Education require Board approval annually.

Trips not sponsored by the Board of Education must in no way interfere with the orderly running of the school system and must be conducted during vacation periods. These trips will not be promoted during school time (official school hours).

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The school Principal shall determine in advance of the proposed field trip whether it is in harmony with Board policy, including whether it relates to the school program, and whether adequate safety measures are planned for the conduct of the trip. In arranging field trips, the following procedures shall be followed:

1. Students going on field trips should be counted as present and permitted to make up any regular school work that has been missed. They should not be placed at a disadvantage because of participation in a trip planned by the school.
2. Eating and drinking while the bus is in motion is prohibited. When it is necessary to take lunch on a trip, arrangements shall be made to leave the bus to eat, unless weather conditions dictate that students must eat on the bus. This decision will be made by the teacher in charge of the field trip. In this situation, the bus must be stopped during the time the students are eating. The teacher in charge will be responsible for seeing that the bus is cleaned after the students finish eating and before the trip is resumed.
3. For safety reasons, glass containers shall not be taken on the bus.
4. If a field trip is in reality, a tour, all sights visited should be listed on the trip request form.
5. The route of travel should be left to the discretion of the driver. If principals or teachers have a preferred route, the preference should be mutually agreed upon at the beginning of the trip. It is recommended that the route be outlined on the trip request form before it is forwarded to the Principal for approval.
6. Students on field trips shall obey all rules listed for students on regular bus runs.
7. No private cars may be used for student transportation unless a parent is providing transportation for his/her child. All travel must be by school-sponsored transportation.

Responsibilities of the Teacher

1. The teacher is responsible for determining which field trips are beneficial and have educational value for their students.
2. The teacher is responsible for submitting a general plan to the Principal for review and approval.

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Responsibilities of the Teacher (continued)

3. Upon approval of the trip, the teacher is responsible for notifying parents, in writing, of the plans and obtaining signed parent permission slips. Notification to parents should include the following information:
 - a. Purpose and destination of trip
 - b. Transportation arrangements
 - c. Date and time of departure
 - d. Estimated time of return.
4. The teacher is responsible for providing parents with additional information such as:
 - a. Chaperone arrangements
 - b. Overnight accommodations
 - c. Detailed itinerary when a field trip will extend beyond the school day.
5. The teacher is responsible for immediately notifying the Principal, by phone, in the event of an accident.
6. The teacher is responsible for notifying the school of any situation that will cause a change in plans.
7. The teacher should urge students to keep the bus clean, and not to deposit debris during the field trip.
8. The teacher is responsible for having an accurate written list of names of all persons to be transported.
9. The teacher is responsible for deportment and discipline of the students for the duration of the trip.
10. The teacher is responsible for notifying the school Principal before returning if a student is missing.
11. The teacher is responsible for complying with the time schedule as stated on the trip request form.

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Field Trips and Excursions (continued)

Responsibilities of the Principal

1. The Principal is responsible for reviewing and approving plans with the faculty members involved to determine the educational value of the trip to the participants, as well as ascertaining that all possible precautions to provide for the health and welfare of all the individuals concerned have been met.
2. The Principal is responsible for getting approval from the Superintendent and the Board of Education for all trips which will require the students to be away from home overnight by forwarding copies of all pertinent data.
3. In the event of an accident which results in serious injury, the Principal will notify the Superintendent and submit a copy of the student accident report form to the Office of the Superintendent.
4. The building Principal shall request, in writing, to the Superintendent any deviation from Board policy. After approval of said deviation of policy, the Superintendent shall make a recommendation to the Board of Education.

Points to Consider

1. The teacher should check date against school calendar for possible conflict with other activities.
2. Signed permission slips must be received from parents or guardians prior to the trip.
3. Students are responsible for making up all work missed in other classes.
4. Students are responsible for informing teachers in classes that will be missed as soon as the trip is confirmed.
5. A list of all students going on the trip should be sent to the office one day prior to the trip. Secretaries need this list of students submitted for the bulletin.
6. Teachers should check the names of students on the trip against the list of students submitted for the bulletin.
7. Permission slips are to be retained until the end of the school year. Provision for this can be made in the school office.

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Points to Consider (continued)

8. This form, when completed, should be returned to the Principal's office two (2) weeks before the date of the trip.
9. Purchase orders must be turned in to the Superintendent's office two (2) weeks prior to trip.

Student Drivers

Student drivers should never be used as drivers on field trips.

Overnight Trips

1. No private cars may be used for student transportation unless a parent is providing transportation for his/her child. All travel must be by school-sponsored transportation.
2. Each parent must furnish his/her phone (home or business) where he/she can be reached in case of emergency as part of the information supplied with a signed permission slip.
3. Each student on the trip is under the supervision and control of the advisor and/or chaperone at all times and must follow their directions.
4. In the event of illness, or a disciplinary problem with a student on the trip, the parent assumes full responsibility. If called by the adviser, it is the responsibility of the parent to come and pick up his/her youngster at the scene of the event.
5. Each student on the trip must have insurance coverage. The insurance coverage may take the form of:
 - a. School accident insurance or
 - b. Family insurance coverage to meet the need if the student has not purchased school insurance.
6. Overnight trips must have prior approval of the Board of Education.

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Field Trips and Excursions (continued)

Trips not Sponsored by the Board of Education

1. Regular class time cannot be used for the discussion of trips to foreign or domestic places.
2. Students participating in such trips do so as individuals, and not as a "school" group. The Board of Education assumes no responsibility for providing chaperones.
3. Promotional activities or materials will not be allowed to be distributed during school time (official school hours).
4. The school Principal must approve in advance any promotional activities that take place on school grounds.

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Student Participation in Election Process

The Board of Education considers the active participation of students in the election process to be a valuable and educational experience provided that it is conducted in such a manner that the privacy of the students and their families is completely safeguarded, that there is a minimum disruption to the total school program, that the buildings and personnel are not exploited on behalf of the advocacy of any specific individual or issue other than through impartial information dissemination proceedings.

Further, the Board encourages active student participation in the annual Statewide Student Voter Registration Drive conducted by the Secretary of State. The administration shall assist in the coordination and publicizing of the event in order to achieve maximum student response.

Students shall also be encouraged to serve as challengers, checkers, translators or voting machine attendants in an election or primary, fulfilling the statutory requirements pertaining to training and permission.

Pre-election activity including the visits to the schools by the candidates for public office will be coordinated via the Social Studies Department in each individual building and will be conducted in a period of two weeks preceding the election.

In keeping with this general statement, the Board of Education shall permit a pre-election opinion survey to be conducted in grades eight through twelve during the week preceding the November election.

Legal Reference: Connecticut General Statutes
 9-233 Voting machine tenders. (as amended by P.A. 03-108)
 9-235 Unofficial checkers.(as amended by P.A. 03-108)
 9-235d Citizens sixteen or seventeen years of age authorized to serve as
 election or primary officials.(as amended by P.A. 03-108)
 9-258 Election officials; additional lines of electors. (as amended by P.A.
 03-108)
 9-436 Use, number and adjustment of voting machines; conditions and
 rules for use of paper ballots; qualification and appointment of primary
 officials. (as amended by P.A. 03-108)
 9-436a Candidate checkers. (as amended by P.A. 03-108)

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EAST HAMPTON PUBLIC SCHOOLS
 East Hampton, Connecticut