

## Instruction

### Field Trips

All field trips will have the prior approval of the principal who will ensure the following in granting approval:

1. The trip will be an educationally relevant experience.
2. Adequate supervision and safety precautions will be carefully observed. (These will vary based upon the type of student, and nature of the trip.)
3. Inability to pay will not preclude participation in trips held during the school year.

In the case of out-of-state, overnight field trips, approval of both the principal and Superintendent shall be required and one of the following will also apply:

1. Trips during any week school is in session will occur in the following manner:
  - a. Participation will be open to all students except those specifically excluded by the principal or parent.
  - b. A majority of the students in the class or grade must be interested in participating.
  - c. The principal will ensure that students not participating will be involved in carefully planned special projects that correspond to the theme of the trip.
  - d. To the extent possible, funds raised by the school or through other sources will be used to reduce the expense to students.
  - e. Expenses of teachers or chaperones required by the principal will be paid by the board of education provided that these costs are included in the field trip budget of the school.
  - f. Adequate supervision and safety precautions will be carefully observed. (These will vary based upon the type of student, and nature of the trip.)
2. Trips during any week school is not in session will occur in the following manner:
  - a. Participation will be optional for all students except those specifically excluded by the principal or parent.
  - b. Students may be assessed for the full cost of the trip.

- c. Payments to teachers including their expenses, as well as the expenses of chaperones required by the principal may be paid by the Board of Education, provided that these costs are included in the field trip budget of the school.
- d. Adequate supervision and safety precautions will be carefully observed. (These will vary based upon the type of student, and nature of the trip.)

Regulation approved: 12/18/84  
Regulation Revised: 1/22/08

NORWICH PUBLIC SCHOOLS  
Norwich, Connecticut

APPROVAL FOR OUT-OF-STATE, OVERNIGHT FIELD TRIPS

The following information should be completed by teacher requesting approval:

Teacher \_\_\_\_\_ Date of Request \_\_\_\_\_

School \_\_\_\_\_ Group taking trip \_\_\_\_\_

Dates and Duration of Trip \_\_\_\_\_

Itinerary \_\_\_\_\_

Total Cost \_\_\_\_\_ Per Student Cost \_\_\_\_\_

1. Educational benefits of trip \_\_\_\_\_  
\_\_\_\_\_

2. Supervision, (number of chaperones) and safety precautions \_\_\_\_\_  
\_\_\_\_\_

Transportation provided by: \_\_\_\_\_

3. Arrangements for assisting students who cannot pay \_\_\_\_\_  
\_\_\_\_\_

A. (To be completed if trip occurs during a week school is in session)

1. Is participation in the trip open to all students in the group except those specifically excluded by principal or parent? \_\_\_\_\_

2. Number of students interested in participating \_\_\_\_\_  
Total number of students in group \_\_\_\_\_

3. List special projects (thematic units) planned for students not participating in trip  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Amount of funds raised by school, students or other sources to offset expenses to students \$ \_\_\_\_\_

5. Total expenses of teachers or chaperones required by the principal to be paid from school field trip account \$ \_\_\_\_\_

B. (To be completed if trip occurs during a week school is not in session)

1. Number of students attending \_\_\_\_\_

2. Cost of trip to students \$ \_\_\_\_\_

3. Payments to teachers including their expenses, as well as the expenses of chaperones required by the principal to be paid from school field trip account \$ \_\_\_\_\_

I, \_\_\_\_\_, principal of \_\_\_\_\_ school have carefully reviewed the detailed plans for this trip and have ensured that these plans conform to the Norwich Board of Education's policy on out-of-state, overnight trips.

I, \_\_\_\_\_, Superintendent of Schools have reviewed this application and find that plans submitted by the principal conform to the Norwich Board of Education's policy on out-of-state, overnight trips.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Superintendent