



Shelton School District
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ADMINISTRATIVE PROCEDURES

No. 2320P
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PROCEDURES

INSTRUCTION

Field Trips, Excursions, Outdoor Education, Out-of-State Travel, and International Travel

Field trips, excursions, outdoor education, and international travel are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. The following procedures shall apply:

Field Trips or Excursions

- A. Each school shall utilize building budget allocations when appropriate.
- B. The staff member shall submit a completed field trip request form to the principal at least two weeks prior to the field trip.
- C. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- D. The staff member shall be responsible for securing appropriate additional adult supervision for the trip. The district shall ensure adequate adult supervision based on age, gender, number of students and type of activity.
- E. If private vehicles are used, field trip forms shall be completed which acknowledge the name of the driver of each vehicle to be used. The principal will contact the district office to determine if the district's liability insurance coverage will protect the driver.
- F. Each student participating in a field trip must first return a permission slip signed by his/her parent. Parents shall be informed if private vehicles are to be used for the field trip.

Outdoor Education

- A. The outdoor education plans for the coming school year shall be submitted to the Superintendent or his/her designee for review and approval.
- B. All staff to be involved shall be notified of plans after approval by the Superintendent or his/her designee.

- C. The proposed curricula for the outdoor education school shall be developed by the teachers and principals.
- D. Information to parents regarding fees and waivers or reductions if offered, special clothing, dates, supervising proposed activities, and other duties shall be sent to parents at least one month prior to the session. The parent must sign and return an approval form.
- E. Students who do not elect to attend shall engage in meaningful learning experiences at school.
- F. Students must purchase accident insurance or have family accident insurance.
- G. If the district can absorb the cost or has access to funds to cover waivers or reductions, students who are unable to pay the fee may be granted a waiver or reduction.

Overnight Trips

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least two weeks prior to submission to the Superintendent or his/her designee, whether such submission is for the purpose of seeking approval for expenditure of district funds or for the purpose of information regarding a trip at no cost to the district.
 - 1. Provide chaperones from both genders if the trip includes both male and female students.
 - 2. Chaperones must be selected and prepared for their responsibilities as needed. For overnight field trips such preparation must include a chaperone meeting during which chaperone expectations and responsibilities are outlined. The number and gender of adult chaperones required will be related to the nature of the trip, age, gender and number of students, length of trip, transportation arrangements, housing arrangements (if any), and hazards involved. The appropriate number and names of chaperones will be determined by the principal and be subject to review by the appropriate director. One adult to a maximum of ten students is recommended.
- B. After approval by the principal, the proposal shall be submitted to the Superintendent or his/her designee at least two weeks prior to the field trip.
- C. After approval, a written description of the overnight trip shall be sent to the parent. All such field trips are optional. Parent permission is required.

International Travel

- A. The Superintendent or his/her designee shall confer with the principal, appropriate staff, parents, and students when international trips are requested.
- B. A clear definition of the purpose and conditions under which travel can be scheduled. A detailed plan shall be submitted.
- C. The request for international travel will be reviewed and approved in advance by the Superintendent or his/her designee.
- D. Every attempt to provide safe and efficient travel shall be given by the planning staff member.

- E. Students will be allowed to raise monies to finance international trips when all planning requirements are met.

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