

**Instruction**

**Field Trips**

The Board of Education will permit a trip of significant educational value to places out of State provided that such trip is directly connected with the curriculum of the class making the trip, and provided also that such trip is approved by the administration and recommended by it to the Board. The Board reserves the right to grant or to withhold approval for each such trip. Overnight field trips are not permitted.

The Superintendent is authorized to approve trips to more distant areas within the State for the same such educational purposes.

In addition, the Board approves and encourages, without restriction, the taking of field trips with an approximate radius of twenty-five (25) miles of Orange if such trips are part of the educational program and are approved by the principal of the school.

Policy Revised: September 17, 2018

Policy Adopted: 9/9/85

Orange School System

Orange, Connecticut

## **Instruction**

### **Field Trips**

Field trips within a twenty-five (25) mile radius of Orange must be approved by the principal. Trips outside the twenty-five (25) mile radius, but within the State of Connecticut, must be approved by the Superintendent. Trips outside the State of Connecticut must have the approval of the Board of Education. Overnight field trips are not permitted.

Trips may be taken for educational purposes only. Trips that qualify specifically as outings, class parties, or that are recreational in purpose are not permitted.

### Application

Each teacher contemplating a trip requiring the use of transportation is to confer with his/her principal before making any arrangements. After receiving the principal's, or superintendent's approval, the teacher should obtain the permission of an official of the institution or point of interest to bring a group for a visit. The teacher then is to make out a trip application and secure the signature of the principal or the superintendent.

The principal will make the necessary arrangements for buses through the school office.

### Number of Students

Whenever entire classes or combined classes can travel together to the same point of interest without harm to the instructional program, such trips are definitely preferable to trips for small groups or single classes.

### Approval of Student Attendance

Each student going on a trip must have in advance the written permission of his/her parent/s or guardian/s. Such permission may be granted at one time for a number of trips to be taken at various times during the school year.

### Supervision of Students

At least one member of the school professional staff, in addition to the driver, must travel in each bus used for a trip, and at least one staff member or adult assistant approved by the principal must travel in each automobile used for a trip, whether or not the vehicles used are owned by the school.

In general, private automobiles belonging to either parents or teachers should not be used to transport students under school auspices unless the owner has had his/her automobile liability

insurance endorsed so that the issuing company becomes co-insurer with the school liability insurance company.

Authority of Driver

The driver is authorized to discontinue the trip and return to Orange when, in his/her judgment alone, continuing the trip would seriously endanger the passengers.

Cost to Teachers

All expenses of teachers accompanying students on educational trips will be paid through money budgeted by the Board of Education.

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