

FIELD TRIPS

The Windham School District recognizes the value of field trips in achieving certain educational objectives and encourages activities of this nature as long as they do not seriously interfere with the educational routine of students who must remain in school.

School transportation vehicles, if available, will be furnished for all trips sponsored by the school. However, all travel is subject to budget limitations and the following guidelines:

1. Appropriate instruction shall precede and follow each field trip.
2. Field trips shall be considered as instruction and shall be planned with definite objectives determined in advance.
3. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.
4. All field trips shall begin and end at school.
5. Written approval of parent or guardian is required for participation of pupils in field trips, which extend beyond the boundaries of the school district.
6. Field trips outside school hours and sponsored by the school shall be approved in advance by the Superintendent of Schools. Pupils must have written approval of parents or guardians.
7. The principal shall approve or disapprove all field trips.
8. All school rules and regulations will apply while students are engaged in activities sponsored by the school.
9. Teachers or other certified personnel of the district will accompany students on field trips and assume full responsibility for their proper conduct.

Legal References:

Also, IJOC

Windham School Board	Policy Code: IJOA
Adopted: October 4, 2005	

10. Appropriate supervision shall be provided for all youngsters whose parent do not want their youngsters to participate.
11. Overnight field trips shall have a minimum of one chaperone for every ten youngsters. All arrangements must be approved in advance by the principal and cleared through the central office and the School Board.
12. The Board encourages professionals as chaperones when available.

Legal References:

Also, IJOC

Windham School Board	Policy Code: IJOA
Adopted: October 4, 2005	

EDUCATIONAL FIELD TRIP FORM

Complete this form in duplicate and submit both copies to the Superintendent's office two weeks prior to the trip for approval. This applies to all trips whether transportation is used or not. The second copy upon return should be filed with the Principal.

SCHOOL _____ TOWN _____

GRADE _____ TEACHER IN CHARGE _____

DESTINATION _____

DATE OF TRIP _____ TIME _____

ESTIMATED TIME OF RETURN _____

TRANSPORTATION, IF ANY:

BUS _____ COMPANY NAME _____

PRIVATE CARS _____ DRIVERS _____

CHAPERONES _____

REMARKS _____

PRINCIPAL'S SIGNATURE _____ DATE _____

SUPERINTENDENT'S SIGNATURE _____ DATE _____

Legal References:

Also, IJOA

Windham School Board	Policy Code: IJOA
Adopted: October 4, 2005	