

## **Instruction**

### **Field Trips**

1. Instructional travel away from the school grounds is recognized by the Board of Education as a significant part of the educational program of a school, provided that it:
  - a. Is directly related to the stated curriculum
  - b. Enhances student learning
  - c. Assures student safety
  - d. Has been carefully planned by the teacher and building level administration
  
2. Field trip plans must include evaluation of the experience with follow-up classroom activities to reinforce the educational value of the trip.
  
3. The Board of Education recognizes the following types of instructional travel for students in grades K-12:
  - a. Day field trips, both in-state and out-of-state
  - b. Overnight field trips within the United States
  
4. It is necessary to have an adequate number of adult chaperones. Factors to be considered are: age of children, location, and nature of the trip.

Policy adopted: January 17, 2012

**PUTNAM PUBLIC SCHOOLS**  
Putnam, Connecticut

Policy revised: November 12, 2021

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The following regulations shall be followed regarding field trips:

#### **Elementary Supervision on Field Trips:**

The Board requires that all Elementary trips (Pre-kindergarten - 2) will have a minimum of **5 to 1** student-chaperone ratio. The Board requires that all elementary trips (3-5) will have a minimum of 8 to 1 chaperone ratio.

#### **Secondary Supervision on Field Trips:**

The Board requires that all in-state secondary trips (6-8) will have a minimum of a **10 to 1** student-chaperone ratio.

The Board requires that all in-state secondary trips (9-12) will have a minimum of **15 to 1** student-chaperone ratio.

Out-of-state/overnight trips for secondary students (6-12) will have a minimum of an **8 to 1** and a maximum of a **10 to 1** student-chaperone ratio.

For all field trips within a 25 mile radius of the school, requests must be submitted to the building administrator 30 days in advance of the departure date. Trip requests in excess of the 25 mile radius and/or any out-of-state field trips must be filed with the building administrator 60 days in advance of the departure date. All out-of-state field trips require the approval of the Superintendent of Schools.

Signed parental permission must be obtained for each student going on a field trip.

The Superintendent will recommend to the Board of Education all overnight and out-of-country educational travel requests for final Board approval.