

BROOKLIN SCHOOL COMMITTEE

POLICY NUMBER: 9.24

Adopted: 10/10/89

Prior Revisions: 11/14/00, 7/10/01

Revised: 6/10/08

SCHOOL SPONSORED TRIPS

- A. The Brooklin School Committee recognizes the educational value of student field trips. This policy addresses all trips for co-curricular activities and all field trips organized by teachers to augment school programs. All school-sponsored field trips are subject to the approval of the Principal based on relevance to school or course goals, careful planning, budget limitations and impact on instruction. Criteria for approval of school-sponsored trips shall be developed by the Principal.
- B. It is the intent of the School Committee to pay transportation and admission costs of field trips that are an integral part of the instructional program in which all students are expected to attend. Optional field trips need not be supported financially by the school budget but may be supported by fund-raising activities. Each student participating in field trips using a school bus or private transportation will provide a permission slip signed by the student's parent or guardian.
- C. Proposed trips that have been approved by the Principal also require School Committee approval in advance if they involve travel out of state. A staff member must accompany all school-sponsored trips as the person responsible for students during the trip. This staff member must be accompanied by enough chaperones to provide adequate supervision for students on the trip. The School Committee need not provide a substitute teacher for students who do not participate in the trip. A first aid kit will be taken on school-sponsored trips. Students and parents will be encouraged to limit the amount of individual student spending money to a reasonable amount established by the principal.
- D. Students who participate in field trips and co-curricular activity trips will be transported to and from the activity. Students participating in school sponsored trips will travel by bus unless the principal determines alternative means are appropriate.