

**Field Trips**

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee.

All student field trips that require public solicitation of funds shall require approval from the Assistant Superintendent of Curriculum and Instruction prior to any fundraising by involved students or others on their behalf.

The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy.

**International Educational Travel**

The South Windsor Public Schools recognizes that instructional travel away from the school grounds is a significant part of the educational program of the school, providing that it is directly related to the state curriculum, enhances student learning, assures student safety, and has been carefully planned. International educational travel supports the need for global and multi-cultural education. Travel, sightseeing, exposure to another language, and general cultural contacts in foreign countries can be enriching, highly educational experiences when planned around stated objectives.

- a. Requests for international educational travel must be submitted to the building principal. Authorization to plan a trip will be submitted to the Superintendent or Assistant Superintendent for approval at least six months in advance of the trip. This will allow for sufficient planning time, notification of student participants, and adequate preparation.
- b. Upon the Superintendent's recommendation, the Board of Education will approve all international educational travel requests at least six months in advance of the planned trip.
- c. Each student who participates in international educational travel must have written parental consent.
- d. Each student who participates in international educational travel must have written parental consent for chaperones to act on behalf of the student in case of emergency.
- e. The principal will be responsible to see that all Board of Education policies and administrative procedures are followed.

Policy Adopted: January 22, 2019