

Instruction

Field Trips - Secondary Schools

Field trips which have been carefully planned are very worthwhile and will be encouraged by the administration. This is very definitely a project in which student-teacher participation in the planning is necessary. Plans should include an evaluation of the trip at the next session of the class.

In fairness to the rest of the faculty, teachers planning such trips will be required to obtain permission from an administrator at least four to six weeks prior to the date of the trip. The field trip information forms will be given to the teacher as soon as permission has been received. These forms are to be turned in at least two days prior to the trip.

Teachers planning field trips must also notify the cafeteria manager of any field trips when classes will not be eating lunch in the cafeteria. This must be done at least a week before the scheduled trip.

Overnight Field Trips

The building Principal will send a memorandum in advance to the Superintendent covering the following matters in applying for approval of overnight field trips:

1. The purpose of the trip and its appropriateness for the age group.
2. The number of students participating and the number and names of teachers and/or parent chaperons involved.
3. The arrangements which have been made for transportation and lodging. (If Board fails to approve of the trip, deposits will be refunded.)
4. Evidence of the responsibility of the carrier.
5. The insurance arrangements which have been made for staff and students to cover this particular trip.
6. The cost requirements of the trip and the means by which the requirements are to be met.
7. The arrangements which have been made within the school to cover for the teachers who are going on the trip and for those students who will be remaining in school.
8. Upon completion of the trip, the leader will file a written report with the Principal including all unusual incidents.

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Field Trips (continued)

Out-of-State Field Trips

Field trips out-of-state require approval by the Board of Education. Requests for such approval must be brought to the Board for its consideration at least six to eight weeks prior to the planned date of the trip.

Elementary Schools

1. Teachers are authorized to make educational trips with their classes during the year. Trips by foot are valuable and encouraged as long as they fulfill some need in the curriculum of the group concerned. Teachers must consider the traffic danger and distance involved in any trip by foot before making final preparations for same.
2. All educational trips should be carefully planned as part of the school program. A minimum of two weeks notice must be given to the Principal of any trip planned so that all necessary details may be completed. Before a trip is discussed with the students, the trip must be cleared with and approved by the Principal.
3. All teachers are required to send notification to the parent of a contemplated educational trip.
4. Each trip should be carefully planned by the teacher and the class to cover the following points:
 - A. Discussion of the trip and why it is taken;
 - B. Specific questions which should be asked at the place being visited;
 - C. Discussion of standards of courtesy, safety and behavior; and
 - D. The teacher and the class should evaluate each trip in the light of why it was originally planned.
5. No private cars may be used.
6. The cafeteria is to be notified prior to the date of the trip.
7. A letter of appreciation should be written to the person who made the trip possible.

Instruction

Educational Tours

As a supplement to a particular course of instruction, staff members may conduct educational tours, within or without the district, the State of Connecticut or the United States, for the students or employees, or both, of any school or schools within the district. No student or employee may participate in such a tour unless he/she has accident and health insurance coverage protecting against bodily injury, disability or death while participating in the tour. Each student participating in the tour must provide an Emergency Treatment waiver signed by the parent or guardian to include emergency phone numbers and hospital insurance policy number and/or other data deemed necessary to implement this policy. School funds may not be used for any expenditures incurred on such a tour.

All such tours must be approved by the Thomaston Board of Education. Requests for such approval must be brought to the Board for its consideration at least six to eight weeks prior to the planned date of the tour.

Definition

School-sponsored tours: a direct extension of the curriculum in a specific content area and includes only students enrolled in coursework related to the subject area.

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Educational Tours

School Sponsored Tours

1. The participants on the tour, employees, and students, must show evidence of accident and health insurance. The Principal will have on file the documents which indicate that each participant of the tour has insurance and include the policy numbers when necessary.
2. The students and adults participating in the tour must be responsible for their own travel expenses and living expenses while on the tour. No school funds or educational funds will be utilized for any expenses incurred on such tours.
3. The Principal will be responsible to see that all Board of Education policies and administrative procedures are followed.
4. The Principal will be responsible for reviewing tours and will forward a recommendation concerning all suggested tours to the Superintendent for review.

Non-School Sponsored Tours

1. The teacher acting as a private agency must advise the school of intent to plan such tours.
2. Students will not be contacted during regular school hours. The Principal shall approve a limited number of meetings related to the proposed educational tour to be held in the school building.
3. No pressure of any kind will be exerted on students to influence their participation.
4. Clear and definitive statements from agents must accompany all materials and literature advising the Principal that the school is not in any way sponsoring or participating in the educational tour activity.
5. The teacher acting as a private agency must file a list of participants ten days in advance of the intended trip in order to afford the school an opportunity to advise parents that the school is not sponsoring or participating in the educational tour.
6. All trips must take place during non-school days (i.e., vacations, summer break, etc.) Anytime missed by students will be counted against attendance. Any school time missed by staff will be charged against personal time.

Regulation approved: October 15, 2007

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

Instruction

Student Participation in Election Process

The Board of Education considers the active participation of students in the election process to be a valuable and educational experience provided that it is conducted in such a manner that the privacy of the students and their families is completely safeguarded, that there is a minimum disruption to the total school program, that the buildings and personnel are not exploited on behalf of the advocacy of any specific individual or issue other than through impartial information dissemination proceedings.

Further, the Board encourages active student participation in the annual Statewide Student Voter Registration Drive conducted by the Secretary of State. The administration shall assist in the coordination and publicizing of the event in order to achieve maximum student response.

Students shall also be encouraged to serve as challengers, checkers, translators or voting machine attendants in an election or primary, fulfilling the statutory requirements pertaining to training and permission.

Pre-election activity including the visits to the schools by the candidates for public office will be coordinated via the Social Studies Department in each individual building and will be conducted in a period of two weeks preceding the election.

In keeping with this general statement, the Board of Education shall permit a pre-election opinion survey to be conducted in grades eight through twelve during the week preceding the November election.

Legal Reference: Connecticut General Statutes
 9-233 Voting machine tenders. (as amended by P.A. 03-108)
 9-235 Unofficial checkers.(as amended by P.A. 03-108)
 9-235d Citizens sixteen or seventeen years of age authorized to serve as
 election or primary officials.(as amended by P.A. 03-108)
 9-258 Election officials; additional lines of electors. (as amended by P.A.
 03-108)
 9-436 Use, number and adjustment of voting machines; conditions and rules
 for use of paper ballots; qualification and appointment of primary officials.
 (as amended by P.A. 03-108)
 9-436a Candidate checkers. (as amended by P.A. 03-108)

Policy adopted: October 15, 2007

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 Thomaston, Connecticut