

DRAFT MEMO

DATE: November 21, 2013
TO: All Site Principals
FROM: Arlando Smith
SUBJECT: 2013-14 Field Trips

The New Haven Unified School District Field Trip Policy is guided by the desire to maximize instructional time. Additionally, the purpose is to ensure that field trips are supplemental and supportive of classroom instruction.

TK-5 –There will be one (1) Academic Field Trip allowed per grade level, per school (6). This requires that each grade level collaborate to determine what that one field trip will be. After collaborating with the grade level team, each grade level will be allowed an **optional** second trip. All field trips must meet the definition provided, and will be limited to one-day events (teachers have latitude as to when the trip can occur to accommodate venues with limited space).

TK-5 Specialists/Electives – are allowed one (1) field trip per quarter, or up to two (2) field trips per school year. Specialists/Electives are eligible for two additional field trips that meet the definition and criteria of an Academic Competition meaning students from two or more schools competing for the purpose of receiving an award, rating, recognition, judgment or qualification for additional competition.

Academic Field Trip

An Academic Field Trip is defined as a school-sponsored trip for students, which is a first-hand educational experience combining or interacting for a purpose of educating when there is no competition involved.

Academic Field Trips are designed to supplement class activities away from the regular classroom setting. **An Academic Field Trip must be directly related to a standard, or multiple standards, that explicitly connect to what a student is learning.** Academic Field Trips are intended to stimulate student interest and inquiry, providing them with insights, information, or knowledge that cannot be adequately developed through regular classroom instruction. Therefore, all Academic Field Trips must directly relate to classroom learning activities. To be educationally beneficial, Academic Field Trips require thoughtful selection, careful advanced planning and preparation of the class, and relevant follow-up activities. Moreover, Academic Field Trips must not interfere with the overall academic program of the school due to repeated teacher and/or student absences.

6-12 – Field trips at the secondary level will remain limited. Secondary schools will be allowed to participate in field trips to local universities & colleges and academic competitions. In addition, each secondary site will receive 5 additional trips that must fit the definition of an Academic Field Trip or be for the purpose of community outreach to another school within the District. These trips require the approval of the site ILT. All field trips must be strictly held to the length and time of the event, with no additional days or time added for excursions.

Academic Competition

An Academic Competition is defined as students from two or more schools competing for the purpose of receiving an award, rating, recognition, judgment or qualification for additional competition. Students compete and are judged requiring several developmental sessions in preparation for the event. Events such as Forensics, Band Festivals, Spelling Bee, Science Fair (beyond the local District), Speech and Debate Contests, Art Competitions, are just a few examples. Events that may not qualify might include Drama Festivals, etc. Trips for the purpose of a competition are limited to the duration of the actual competition. ***Additional days added not directly related to the competition places a competition in the Field Trip category and will not be allowed.***