

Instruction**OLD POLICY****Field Trips**

The Board of Education recognizes the valuable experiences derived from field trips for students when such trips are properly planned, executed and evaluated. To the extent that budgetary resources permit, the Board encourages field trips in connection with the work of an organized class or school activity. Field trips should be directly related to, or an extension of, the classroom learning experiences. Field trips may be used as springboards or culminating activities for units presented in the classroom or to provide “hands on” experience for students involved in the study of specific topics. In addition, field trips may introduce students to new learning experiences through the participation in, or observation of, activities such as exhibits, dramatic presentations and other timely and appropriate events.

All student field trips that involve the public solicitation of funds shall require Board approval before any fundraising by students or others on their behalf. Any such fundraising activities must comply with the provisions of Board Policy #1324 regarding fundraising activities.

All student field trips require prior written approval by the Board, Superintendent, and/or Principal, in accordance with the accompanying regulations and procedures. There will be no field trips taken without prior approval. School district employees who organize trips independently of the Bristol Public Schools without receiving approval in accordance with this policy and regulations must notify the Superintendent in writing in advance of the trip, must not advertise or promote the trip at any time on school property or school activities, must assure that participants and parents/guardians are notified that the trip is not affiliated with the Bristol Public Schools, and are personally liable for any such trip.

Given the paramount importance of student safety, the Board, acting through the Superintendent, reserves the right to cancel field trips for safety reasons at any time.

The Board authorizes the Superintendent, and/or his or her designee, to promulgate administrative regulations and procedures in furtherance of this policy.

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BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

Regulation**Instruction****Field Trips****Definition:**

A field trip is a trip off school grounds approved in accordance with these procedures taken in connection with the work of an organized class, school group, or school activity. School district employees who organize such trips are acting within the scope of their employment and are generally protected by statute against personal liability. Employees who organize trips independently of the Bristol Public Schools must notify the Superintendent in writing at least sixty (60) days in advance of the trip, must not advertise or promote the trip at any time on school property or school activities, must assure that participants and parents/guardians are notified that the trip is not affiliated with the Bristol Public Schools, and are personally liable for any such trip.

Homeland Security Procedures Affecting Field Trips:

Due to the uncertain nature of world security and other unforeseeable events, field trip participants must understand that the Board of Education reserves the right to cancel field trips at any time prior to the time of departure of the trip. The Bristol Board of Education or its agents will not be responsible for any financial losses or penalties incurred as a result of the cancellation of any field trip. Accordingly, students and their families must obtain adequate trip insurance to guard against any financial losses should a trip be cancelled.

The National Homeland Security alert system will be used to inform the Superintendent about any possible safety issues to be considered prior to approving any field trip and/or when reconsidering approval of a previously scheduled trip. If there is sufficient reason to believe that staff and students' safety may be compromised, scheduled field trips may be cancelled at the sole discretion of the Superintendent. The decision of the Superintendent is final.

Cancellation of Field Trips.

The Board of Education and/or the Superintendent of Schools reserves the right to cancel any trip, at any time, for any reason and the Board of Education is not responsible for any lost fees/costs to students/parents. Parents are encouraged to purchase trip insurance for any overnight/out-of-state field trip.

Types of Field Trips:

Curriculum-Based Field Trips – A curriculum-based field trip is any field trip that is a structured component of a curriculum or course and in which each student is expected to participate. There shall be no charge to students to participate in a curriculum-based field trip beyond a student's incidental expenses. These types of trips shall take place when school is in session. If parents do not allow their child to participate in a curriculum-based field trip, an alternate, relevant educational experience shall be provided to the student.

Enrichment Field Trips – An enrichment field trip is any field trip that extends learning beyond the requirements of what is called for in a curriculum or course. Costs associated with enrichment field trips are not accounted for in the district or school budget. Such costs may be paid through a combination of donations, fundraising activities and/or payments by students and/or parents. Every effort shall be made to insure that every student is able to participate in the field trip. Participation is optional and may be limited at the discretion of the sponsoring organization or principal. Any fundraising for such trips must be done in accordance with Board policies regarding fundraising. (See Board Policy #1324 Fundraising Activities). Enrichment field trips typically do not take place when school is in session. If an enrichment field trip does take place while school is in session, an alternate, relevant educational experience shall be provided to any student not going on the trip.

Athletic Field Trips - Athletic trips covered under this policy are any school team trips that include travel out of state and/or are overnight events. These will require Superintendent approval.

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy.

Recreational Field Trips – Trips for recreational purposes may be offered by recognized school-sponsored groups and, like other field trips, are subject to approval as set forth in the approval procedures below.

Participation may be limited at the discretion of the sponsoring school organization or principal. Costs of recreational trips will be the responsibility of the sponsoring organization and the participating students. Any fundraising for such trips must be done in accordance with Board policy regarding fundraising. Staff will make every effort to insure that all students are able to participate in the field trip. (See Board Policy #1324, Fundraising). Recreational field trips typically do not take place when school is session. For Ski Club participants, Exhibit F, the Bristol Public Schools Ski Club Permission Form and the Ski Club Waiver, must be completed prior to student participation in the Ski Club.

Non-school trips -- School district employees who organize trips independently of the Bristol Public Schools must notify the Superintendent in writing at least sixty (60) days in advance of the trip, must not advertise or promote the trip at any time on school property or school activities, must assure that participants are notified that the trip is not affiliated with the Bristol Public Schools, and are personally liable for any such trip. Teachers/Sponsors seeking an exception to any of the rules or regulations governing school field trips must also obtain the written approval of the Superintendent of Schools prior to the trip.

Field trips are categorized into three groups for the purpose of planning: day trips, overnight/out-of-state trips and foreign trips. Regulations shall include the process for field trip approval, supervision requirements, transportation, and financial arrangements.

GENERAL FIELD TRIP REQUIREMENTS

Approval:

All Field Trips

1. All field trips approved in accordance with these regulations are considered school-sponsored activities, and the participating employees/volunteers are generally protected by statute against liability.
2. All field trips are to be planned with, and approved by, the principal. Pre-teaching, planning, and evaluation should always be a part of any given field trip
3. All field trips must be supported by the appropriate application as described below, and all field trips must be approved in writing by the building principal.
4. Teachers/Sponsors must submit a Field Trip Request Form at least 4 weeks prior to the proposed trip. All information requested must be included on this form for approval [EXHIBIT B.1].
5. Teachers/Sponsors must submit a School Health Field Trip Form with the Field Trip Request Form at least 4 weeks prior to the proposed trip. [EXHIBIT B2].
6. Activities of non-school groups or that are not approved in accordance with these procedures are not to be considered school field trips and do not fall under the purview of the Board. The Board is not responsible for any field trip which is not school-sponsored and has not been approved in accordance with school policy and procedures.
7. In deciding whether or not to grant approval for any field trip, the decision-maker shall consider the adequacy of any applicable insurance coverage for the proposed trip activities.
8. Any trips involving swimming must receive special approval from the Superintendent.

Additional requirements for field trips requiring an overnight stay or out-of-state travel

1. All recreational trips and trips involving an overnight stay or out-of-state travel (including athletic field trips) must also be approved in writing by the Superintendent or his/her designee.

2. Teachers/Sponsors must submit a Field Trip Request Form at least **12 weeks prior** to the proposed trip to the principal and Superintendent. All information requested must be included on this form for approval [EXHIBIT B1].
3. Teachers/Sponsors must submit a School Health Field Trip Form with the Field Trip Request Form at least **12 weeks prior** to the proposed trip. [EXHIBIT B2].
- 4.

Additional requirements for field trips involving travel outside of the continental U.S.

1. Field trips abroad/outside the continental U.S. must be an extension of the curriculum, whenever possible.
2. Student-teacher trips outside the boundaries of the continental United States are to be held at a time when classes are not in session. The only exception the Board will consider will be exchange programs where students attend school.
3. All trips involving travel outside the continental United States must also be recommended by the Superintendent, and must be approved through vote by the Board of Education.
4. All field trips outside of the Continental United States must be approved by the Board of Education. Anyone seeking approval for such a trip must submit a completed "Field Trip Form for Travel Outside the Continental United States" to the Board six months prior to the proposed trip. [EXHIBIT A]. This form must be completed in its entirety at the time the Board reviews the proposal.
5. Teachers/Sponsors must submit a Field Trip Request Form at least **12 weeks prior** to the proposed trip to the principal and Superintendent. All information requested must be included on this form for approval [EXHIBIT B1].
6. Teachers/Sponsors must submit a School Health Field Trip Form with the Field Trip Request Form at least **12 weeks prior** to the proposed trip. [EXHIBIT B2].
7. Such trips must be organized and conducted with a professional travel agency/organization which provides travel, housing and itinerary planning. The teacher planning the trip shall provide the full travel brochure from the organizing agency.
8. Activities involving unnecessary risk (i.e. skiing, driving, motorcycling, etc.) must be excluded from any trip itinerary. In addition, any activity not covered by either the agency, or the city insurance carrier, should also be excluded. Organizers of any trip should ensure that the trip activities are compatible with existing liability policies. Insurance coverage must be documented within the application for field trip approval.
9. The travel agency/organization arranging the trip must provide evidence of appropriate liability/trip insurance with a coverage amount acceptable to the Board.
10. Be sure that the organizing agency has procedures and policies in place to deal with emergency medical situations.
11. Approval of any trip outside the continental United States must take into consideration appropriate security factors (see Homeland Security Procedures, above). Parents and students should be reminded that such trips are subject to cancellation at the discretion of the Superintendent based on such security issues, including homeland security alerts and that they must purchase trip cancellation insurance.

Student Participation:

All Field Trips

1. All student participants must be officially enrolled in the school.
2. All students participating in any field trip must complete the district permission form [EXHIBIT C]. No other permission form may be substituted.
3. Signed permission slips must be in the hands of the faculty sponsor, by the required date, before permitting students to participate in a field trip.
4. Access to field trips shall be provided to all students to the extent practicable, and reasonable accommodations shall be made to permit participation by children with disabilities.
5. Rules of Conduct:
 - a. Students, staff and chaperones must continue to abide by all school rules and regulations during all school-sponsored field trips. Failure to do so may result in disciplinary action.
 - b. Rules on field trips are the same as required of students within the school confines. Students should be reminded that violation of school rules may result in disciplinary action, up to and including expulsion.
 - c. Parents and students should sign expected behavior rules agreeing to abide by the agreement which should include provisions that a student whose behavior is unacceptable may be sent home early with a chaperone at the parent's expense.
6. School absences which may result due to a scheduled and approved field trip shall be considered excused absences for both students and chaperones, provided the trip has received Board approval.

Additional requirements for field trips requiring an overnight stay or out-of-state travel

1. The administration reserves the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

Additional requirements for field trips involving travel outside of the continental U.S.

1. Participation by students is optional and selection of student participants will be left to the discretion of the teacher/sponsor and considering all participation guidelines.
2. Students may only participate in language-based international trips if they meet academic eligibility guidelines [see Policy [6145.2](#)] and have at least an 80 average in that language course.
3. Students participating in a field trip abroad should be enrolled in the corresponding world language course. That is, trips to Italy would have as participants students enrolled in Italian I, II, III or IV. [Students with language proficiency may be considered for these trips without current enrollment in that language class on a space available basis].
4. Participants should have sufficient grasp of the language as to gain from this experience.

Field Trip Cost:

Students may be assessed for the cost of field trips which includes transportation, lodging, meals, and entry fees. Fund raising activities (following District policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement may be made with the administrator for the possible assistance in payment for those individuals experiencing a hardship. Parents/guardians of students who qualify for free and reduced lunch should contact the administrator to discuss possible fee assistance.

Responsibilities of Field Trip Faculty-Coordinator:

All Field Trips

1. Prior to the trip, the responsible teacher shall:
 - a. Prepare parental permission slips, with all blanks filled in, and give to students. No student may go on a school trip unless the teacher has a signed permission slip.
 - b. Prepare a list of students and chaperones going on the trip and distribute to all teachers involved.
 - c. Remind students who may miss classwork or a test that they are responsible for making arrangements with the teacher to complete the classwork or test. (See Board Policy #5113).
 - d. Make alternative educational plans for any students who are not going on the trip.
 - e. Teachers planning field trips must notify the cafeteria manager when classes will not be eating lunch in the cafeteria. This must be done at least a week before the scheduled trip.
 - f. If it is determined that nursing support is needed on the field trip, the field trip coordinator must contact the Director of Special Services to make the request at least three weeks prior to the date of the field trip.
2. Upon completion of the trip, the leader will file a written report with the building principal including all unusual incidents. The principal will notify the Superintendent of any unusual incidents.

Additional requirements for field trips involving travel outside of the continental U.S.

1. Parent meeting: Discuss pertinent information regarding the proposed trip with parents. Keep records of dates of meetings, number in attendance, and handouts/information given.
2. Plan the Itinerary:
 - a. Itinerary details must be available one (1) month prior to departure and provided to the student, their parent/guardian and the principal.
 - b. Include departure date and place, major events and activities, travel arrangements, planned stops and time and place for return.
 - c. Provide for adequate supervision of all students for the duration of the trip.
 - d. Prepare a detailed daily student itinerary.
 - e. Do not plan on high-risk activities such as para-sailing, surfing and water skiing.
3. Plan Housing:
 - a. Housing arrangements should be finalized at least one (1) month prior to departure.
 - b. Housing of students in private homes will be approved ONLY if organized and sponsored by a host organization such as a school or other accredited organization.
 - c. Prepare rooming assignments for students and chaperones.
 - d. Communicate housing information, including name, address and telephone numbers of the proposed housing units to both parents and students.

Responsibilities of Chaperones:

All Field Trips

1. It is necessary to have an adequate number of adult (at least 21 years of age) chaperones (including the responsible teacher) on all field trips. Factors to be considered in determining the specific number of adult chaperones for a given field trip include the age of the children, the location of the field trip and the nature of the field trip. The following are minimum student to chaperone ratios:

Grade Level	Student to Chaperone ratio
PreK – K	4:1
1-5	7:1
6-8	10:1
9-12	15:1 (overnight 10:1)
No field trip shall be taken with fewer than two (2) chaperones. If the group has both male and female students attending there must be at least one male and one female chaperone.	

2. The school district reserves the right to accept/reject a potential chaperone who may serve as trip chaperone for any given school field trip.
 3. Board of Education employees whose assignment is unrelated to the field trip may only attend field trips as chaperones during school vacation periods.
 4. Each adult chaperone shall be given direction by the teacher responsible for the trip regarding his/her responsibilities. Each chaperone is expected to cooperate completely with the teacher responsible for the trip.
 5. No adult shall participate in a field trip unless that person is an official chaperone (except guardians and/or family members on a space availability basis).
 6. Prior to each field trip the teacher or sponsor responsible for the trip will insure that all chaperones have read and signed the “Rules for Field Trip Chaperones” form and that this form is on file with the principal [EXHIBIT D] at least 4 weeks prior to departure along with EXHIBIT B2.
 7. Field trip participants must be chaperoned during scheduled time as well as “free” time.
 8. Children of chaperones may only attend if they are enrolled in the class taking the field trip.
 9. School absences which may result due to a scheduled and approved field trip shall be considered excused absences for both students and chaperones, provided the trip has received Board approval

Additional requirements for field trips involving travel outside of the continental U.S.

1. Adequate supervision and safety precautions shall be observed in accordance with the type of students, activities and nature of the trip involved. The chaperone/student ratio shall be in line with the recommendation of the agency/outside organization planning the trip and should be consistent with the recommendations.

2. Chaperone compensation, if any, beyond the cost of their trip expenses (flight/hotel) shall be used to defray student expenses.

Field Trip Transportation

Buses:

1. The following directions are to be given to all bus drivers on Bristol School District field trips:
 - a. "Drivers will not depart from any educational, athletic or other school trip location without first confirming with the teacher in charge that all students have been accounted for and a roll has been taken." Trips requiring the use of multiple buses will leave and depart for Bristol and travel and park together. A lead bus will be determined by drivers before departure.

Additional requirements for field trips involving travel outside of the continental U.S.

1. General Transportation

- a. If transportation is to be provided by a tour promoter or a travel agency, the school shall make a thorough investigation of the vendor's reliability and shall include in the Approval Packet documented evidence of the following:

- i. The firm's membership in trade associations, such as the Air Traffic Conference of America, International Air Transportation Association, or the American Society of Travel Agents;
- ii. Contingent liability insurance coverage by the firm to ensure students of refunds if the promoter defaults;

2. Transportation/Land:

- a. Never allow students to drive motorized vehicles during a trip OR ride with a non-authorized individual.
- b. Check with the organizing agency that all land transportation in the foreign country (to and from airport and all itinerary stops) is included in the price.
- c. Transportation to and from departing U.S. airport, other than Bradley International, must be by charter coach.

3. Transportation/Air:

- a. Confirm that the outside organization making the travel plans provides adequate basic coverage for trip cancellation. Complete cancellation coverage (in case of illness or death) should be available for students to purchase.
- b. Confirm flight status and seat availability 24 hours prior to departure.

Health/Safety/Medical Procedures

All Field Trips

- a. Emergency medical forms must be completed by parent before any student will be permitted to go on any such trip. Emergency medical information must be with the chaperones at all times.
- b. Discuss safety, including potential risks, and emergency procedures with students, parents and chaperones.

- c. In case of illness or accident, ensure enough adults are present so that one adult can remain with the students at all times.
- d. Teachers/Sponsors must submit a School Health Field Trip Form with the Field Trip Request Form at least 4 weeks prior to the proposed trip as part of the approval process. [EXHIBIT B2].

Additional requirements for field trips involving travel outside of the continental U.S.

- a. Chaperones must be familiar with laws specific to the foreign country regarding prescription medications.
- b. Student/parent shall provide evidence of sufficient medical or accident insurance that will cover any possible injuries occurring outside the continental U.S. or while participating in a field trip abroad.

Emergency Procedures for Field Trips

All Field Trips

In the event of a national or local emergency, the Superintendent of Schools (or designee) will consult with the responsible teacher/trip sponsor to plan for the safe return of students and staff. Participants may be instructed to return to Bristol as soon as is safely possible.

The following instructions are for the teacher/sponsor to follow in case of an emergency when on a field trip:

1. Comprehensive and careful planning for a field trip will help ensure the overall safety of students. The teacher/sponsor conducting the field trip should investigate as much as possible about the site of the field trip prior to the actual trip. Items to be investigated include, but are not limited to, accessibility for physically disabled students, emergency contact individuals and their telephone numbers at the site, emergency medical assistance that is available at the site, special facilities that are available for eating, and toilet facilities.

Additionally, the teacher/sponsor should secure Field Trip Permission Forms for all students, which should be taken on the trip. The Field Trip Permission Form shall clearly indicate the parent's decision regarding their child's participation or non-participation in the field trip, the child's name and the parent's signature. The teacher/sponsor should also have readily available a roster of the students on the trip with their corresponding emergency telephone contact numbers as well as knowledge of any special medical and/or health concerns.

2. In case of an emergency while on a field trip (e.g., lost student(s), physical injury, medical alert, etc.), the teacher or appropriate supervising staff should adhere to the following:

- a. Directly attend to the immediate emergency situation.
- b. Contact the building principal (or designee) if the emergency occurs during the school day. If the emergency occurs during non-school hours, contact the designated person.
- c. The person making the telephone call will provide the principal (or designee) with the telephone number and location where they can be reached and a summary of the emergency situation and steps that have already been taken to address the emergency.
- d. The principal (or designee) will contact the student's parents to advise them of the emergency situation.
- e. If appropriate, the Emergency Management Team at the school will convene and activate the School Emergency Management Plan.

3. Parental permission must be obtained for any student on an approved field trip for the District before any medical attention is given to those students while on that field trip, unless there is an emergency and the parent/guardian cannot be contacted. Therefore, if a student on a field trip needs medical attention for the

health and welfare of that child, the parents/guardians will be telephoned before any medical attention is given to that child. If the emergency is life-threatening, the hospital, doctors and/or emergency technicians will make the determination of what needs to be done for that child.

If there are no doctors, emergency technicians, or police available to give emergency first aid, any teacher or other school personnel may take the action necessary to render emergency first aid. Teachers or other school personnel are immune from liability for emergency medical assistance, first aid or medication by injection if they have "...completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Health Services, or any Director of Health, as certified by the agency or Director of Health offering the course,..." (Section 52.557b, Chapter 925 of the Connecticut General Statutes – "Good Samaritan Law").

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