

Instruction

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.

Policy adopted: April 5, 1995
Policy Revised: January 17, 2008
Policy Revised: October 6, 2010
Policy Revised: October 5, 2011

BRISTOL PUBLIC SCHOOLS
Bristol, Connecticut

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

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Types of Field Trips: (continued)

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.

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Field Trips

Types of Field Trips: (continued)

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

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Types of Field Trips: (continued)

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

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Field Trips

Types of Field Trips: (continued)

Additional requirements for field trips involving travel outside of the continental U.S. – con't

- 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.

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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

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- 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.

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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:

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<u>Grade Level</u>	<u>Student to Chaperone ratio</u>
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. All candidates for chaperone not currently employed by the BOE must submit a photo ID to be processed through the criminal database system. 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.

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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.

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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 try for physically disabled students, emergency contact individuals and their telephone

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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

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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").

Regulation Approved: April 5, 1995
Regulation Revised: March 6, 2002
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Regulation Revised: January 17, 2008
Regulation Revised: October 6, 2010
Regulation Revised: April 6, 2016
Regulation Revised: May 2, 2018
Regulation Revised: March 4, 2020

BRISTOL PUBLIC SCHOOLS
Bristol, Connecticut



Bristol Public Schools
Field Trip Request Form for Travel
Outside the Continental United States
Page 1 of 2

All field trips outside of the Continental United States must be approved by the Board of Education. The following information must be presented to the BOE no less than 6 months prior to the date of the proposed trip. The Superintendent and building principal will be provided with a final list of student participants, hotels and flight arrangements one month prior to departure.

Name of School:			
Date of Request:			
Trip Destination			
Proposed Dates:			
Number of Students participating (approximately)			
Grade level of students:			
Name of teacher(s) making request			
Number and names of chaperones:			
1.	2.		
3.	4.		
5.	6.		
7.	8.		
<i>If more teachers or chaperones are required, please attach list on a separate piece of paper.</i>			
Transportation:	<input type="radio"/> Bus <input type="radio"/> Train <input type="radio"/> Plane <input type="radio"/> Car <input type="radio"/> Other		
Estimated Total Budget			
Estimated Cost to student			
Are fund-raising activities planned? <input type="radio"/> Yes (please describe) <input type="radio"/> No	Description of fund-raising activities		
Name of Travel Agency			
Lodging	<input type="radio"/> Hotel/Motel <input type="radio"/> Private Homes <input type="radio"/> Other		

Bristol Public Schools
Field Trip Request Form for Travel
Outside the Continental United States
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Insurance Arrangements for Staff and Students: (Please describe and attach a copy of the insurance coverage arranged for this trip). Please list any excursion that may be part of the exchange/trip that will be taken outside of the itinerary created by the travel agency.

Proposed Itinerary: Please write a brief narrative explaining the purpose and educational value of the proposed trip. *Attach a copy of the full brochure from the travel agency.



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EXHIBIT B1

Bristol Public Schools
Field Trip Request Form

(Use for all Field Trips)

Page 1 of 2

Name of School			
Date of Request			
Type of Trip (Check one)	<input type="radio"/> Curriculum-based <input type="radio"/> Enrichment <input type="radio"/> Recreational <input type="radio"/> Athletic <input type="radio"/> Other		
Trip Destination			
Proposed Dates:			
Number of Students participating (approximately)			
Grade level of students:			
Name of teacher(s) making request			
Number and names of chaperones:			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
<i>If more teachers or chaperones are required, please attach list on a separate piece of paper.</i>			
Transportation:	<input type="radio"/> Bus <input type="radio"/> Train <input type="radio"/> Plane <input type="radio"/> Car <input type="radio"/> Other		
Estimated Total Budget			
Estimated Cost to student			
Are fund-raising activities planned? <input type="radio"/> Yes (please describe) <input type="radio"/> No		Description of fund-raising activities	
Please describe if/how lunch or snacks will be provided to students on the trip so that the school is aware of potential dietary needs.			
Reviewed Field trip plan and proposed student list with the school nurse on _____ (See signed School Health Field Trip Approval Form)			
Plan and Educational Rationale: (Attach a detailed plan for the proposed trip with a separate statement that describes the importance of the trip to the students' classroom education and the district's specific curricular focus for those children.)			

I have read the DISTRICT GUIDELINES FOR PLANNING PUPIL FIELD TRIPS, and I hereby request approval to plan a school-sponsored trip.

Name of Requester: _____

Date: _____

Bristol Public Schools
Field Trip Request Form
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FOR OVERNIGHT and/or OUT OF STATE TRIPS ONLY:

What comparable educational experience is available in the Bristol area?	
Proposed dates	
Proposed lodging information	

FOR TRIPS OUTSIDE OF THE CONTINENTAL U.S. ONLY:

Please attach the approval of Exhibit A- Field Trip Request Form for Travel Outside the Continental United States

APPROVALS

Approval Needed	Timeline	From	Signature	Date
Day Field Trip	4 weeks before	Principal only		
APPROVAL FOR PLANNING OF: Overnight OR Out of state OR Out of country trip	12 weeks before	Principal		
		Superintendent		
FINAL APPROVAL FOR Overnight OR Out of state OR Out of country trip	4 weeks before	Principal		
		Superintendent		



School Health Field Trip Approval Form
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School nurses will review this list with the field trip coordinator. When medication training and other student medical issues have been resolved, the nurse will initial the checklist, which will then be submitted for the principal's approval. This is a mandatory form in order to receive approval for the trip.

Trip Destination: _____

Field Trip Coordinator: _____ Date of Field Trip: _____

School Nurse: _____

___ 1) Medication training completed by the employee designated to administer and maintain medications (including inhalers, Epi-pens, etc.)

___ 2) Necessary arrangements/training for students with special medical conditions (e.g., diabetes, asthma, seizure disorders, cardiac condition, etc.)

___ 3) Arrangements have been made for special equipment needed (e.g., all-terrain wheelchair for the beach)

___ 4) Arrangements have been made for access to emergency medical services.

___ 5) Lunch/snack arrangements have been made in consideration of students with food allergies.

___ 6) School nurse recommendations on additional supplies needed (e.g., first-aid kit, water, etc.)

___ 7) Nursing care plans provided to field trip coordinator as needed.

___ 8) For out-of-state or out-of-country trips, consultation and necessary permission have been obtained regarding nursing practice and delegation in the respective location.

___ 9) Arrangements have been made for communication (e.g., access to cell phones, walkie-talkies for staff during activity, etc.)

___ 10) Other medical or safety issues addressed

School Health Field Trip Approval
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This portion of the form must be completed for any off-grounds excursions during the school day.

Date of Trip: _____ Date of Request: _____

Teacher(s): _____

Destination: _____

Departure time: _____ Return time: _____

Type of transportation: _____

Staff participating: _____

Students participating: Attach list

Number of students: _____ Number of chaperones: _____

Plan for telephone access: _____

Reviewed by _____ Date: _____
Nurse

Reminder: Student information sheets, medication, and first-aid kits should be brought on all field trips.



Bristol Public Schools
Field Trip Permission Form

A parent signature is required on this form for all field trips.

I have read the attached description of the field trip to be held on **(Date)** _____ to **(Place(s))** _____ and hereby consent to the participation of my child, **(Student Name)** _____ in this field trip.

I authorize school officials to send my child home, at my expense, from any field trip should his/her behavior warrant such action.

I also consent to any emergency medical treatment that my child may require during the course of this trip. Specifically, I give permission for any EMT or emergency room personnel providing medical treatment to my child to release any protected health information regarding my child to accompanying school staff in accordance with the provisions of the Health Insurance Portability and Accountability Act ("HIPPA"). In signing this authorization, I understand that I am allowing school personnel to be present in my absence during any emergency interventions involving my child and consent to the on-site exchange of medical information necessary for immediate medical treatment. Any protected health information released to school staff during an emergency shall be treated as confidential student information protected from further disclosure in accordance with the provisions of Connecticut law and the Family Educational Rights and Privacy Act ("FERPA").

I understand that, because travel plans must be determined well in advance of departure, any prepayments toward this trip may be *nonrefundable*.

I understand further that Homeland Security issues may force the cancellation of this trip and forfeiture of my payment. By signing below, I understand and accept that circumstance may arise between now and departure which could cause the trip to be cancelled, which may result in financial loss. I further understand that the Bristol Board of Education will not be liable for any financial losses I may incur should this trip be cancelled due to security or other unforeseen reasons.

I understand that I need to inform the school nurse of the medical condition/allergies my child has that requires any care needs on the field trip.

I understand that I must contact the school nurse to make arrangements if my child requires medication during the field trip.

Date Signature of Parent/Guardian

Parent Name: _____
Phone #'s to be reached during field trip-
Home: _____ Work: _____ Cell: _____
Physician: _____ Hospital of Choice: _____

I give my permission to the teacher-in-charge of the trip to seek emergency medical attention for _____ and I ask that I be notified as soon as possible.
(Student's Name)

I accept the responsibility for any expense incurred for that medical treatment.

Insurance Company Insurance ID Number

Bristol Public Schools
Rules for Field Trip Chaperones

The Bristol Public Schools appreciate your agreement to serve as a field trip chaperone. For your protection and that of the school district, we want to assure that your responsibilities are clear, as follows:

1. All candidates for chaperone not currently employed by the BOE must submit a photo ID to be processed through the criminal database system. The school district reserves the right to accept/reject a potential chaperone who may serve as trip chaperone for any given school field trip.
2. Chaperones serve at the direction of the teacher/sponsor and/or administrators present. Please take your lead from them.
3. Chaperones are not responsible and have no authority for disciplining of students. While it is permissible to redirect a student's attention verbally, any behavior problems should be referred to the teachers and/or administrators present.
4. Chaperones do not have the authority to dispense medication, even non-prescription medication. If there is any request concerning medication, even aspirin or Tylenol, please refer it to the teachers and/or administrators present.
5. If you are asked to stay with a particular student or group of students, it is important that you do so. If it is necessary to leave your group, please get the attention of and notify a teacher or administrator before doing so, so that alternative arrangements for supervising the students can be made.
6. Chaperones are not permitted to bring other children to events, including their own children.
7. Persons other than staff members serving as chaperones on overnight field trips will be required to submit a background security check.
8. Chaperones are bound by and must follow all rules of the Bristol Public Schools, including but not limited to the strict prohibition against use of alcohol at any time while on a school trip.
9. Chaperones are asked to refrain from smoking in the presence of students.
10. If there are any special rules or requirements, the teachers and/or administrators supervising the trip will inform you.

I acknowledge receipt and that I have read these rules for chaperones and agree to abide by these and all other school rules and regulations.

Chaperone Name

Date

SAMPLE – Please adapt for your trip

Letter to Parents/Guardians

Re: Trip to [insert destination]

Dear Parents and Guardians:

As you know, your son or daughter is a member of the _____ Club. This year, the _____ Club has proposed a trip to _____ in [date].

Not surprisingly, school districts around the country are continually reconsidering the approval of field trips, based on the possibility of terrorist attacks and other concerns related to the safety of students. Trips involving travel to foreign countries are of particular concern. While the decision to participate or not participate in an approved trip will in each case be made by individual students and their parents, we will be reviewing any and all proposed trips on a continuing basis to determine whether certain trips should be canceled altogether.

At this point in time, the Board of Education has approved the proposed trip to [DESTINATION] in [DATE]. However, the Board reserves the right to reconsider that approval at any time between now and the time of departure of the trip, based on the circumstances existing at the time. In addition, in the event that the Board decides at any point to rescind its approval of this trip, thereby canceling the trip, the Board will not be responsible for any financial losses or penalties incurred by the affected students or their parents or guardians.

We are confident that parents and students will understand our need to reassess on a continuing basis whether particular trips should go forward, based on the circumstances existing at the time. While we wish that we could provide students and parents with a definite statement about whether a trip will or will not go forward, that is simply not possible in these difficult, unpredictable times.

We appreciate your understanding in these matters, and we invite you to contact us if you have any questions.

Sincerely,

Bristol Public Schools Ski Club Permission Form

I, _____, hereby give my permission for my son/daughter,
(Name of parent/guardian)
_____, a student in the Bristol Public Schools, to participate in the
(Student Name)

Ski Club outings during the _____ school year. In giving this permission I have indicated my agreement to the following by circling my response:

I understand that Bristol will be providing transportation to and from the following location:
_____.

Bristol shall have no responsibility to wait for my child if my child is not present when the transportation is leaving to go to or return from this outing.

Agreed

I understand that the adult advisors to the Ski Club will ride the transportation with the students and be available on site at the outing. However, these advisors will have no responsibility for providing instruction, ensuring that my child has the correct equipment, that the equipment is in proper and safe working order, or that my child uses the equipment properly and in a safe manner. The advisors also shall have no responsibility for monitoring what trails or areas my child uses at the outing.

Agreed

Do you understand the nature of the trip and the risks inherent in skiing and snowboarding activities available to your student during the outing?

Yes No

Will your child require any special care or accommodations in connection with this trip? Include a complete description of your child's allergies, medication requirements and any medical, physical or other conditions related to care/supervision of your child.

Yes No

If yes, please explain: _____

We will contact you immediately in the event of the need for emergency medical treatment for your child. However, in the event of an urgent need to authorize emergency medical care, do you grant permission for medical treatment to be given and/or for the supervising staff (including volunteers) to take your child to the physician, dentist or hospital if an accident or serious illness occurs on the trip and you and the emergency contacts cannot be located in a timely fashion. You also understand and agree that you and not Bristol will have the responsibility for paying the costs of any such treatment.

Yes No

Do you understand and agree that because this trip is considered a school sponsored activity all Board of Education policies concerning student behavior will be in effect? Student misconduct will be addressed in accordance with Board of Education policy.

Yes No

Bristol Public Schools Ski Club Permission Form

Who may we contact during the Ski Club outings if we need to notify you of a problem, change of plans or emergency? Please provide as many names and numbers as possible.

I agree that _____ may participate in the Ski Club outings described
(Student Name)
above and that the information provided above is accurate and complete.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Ski Club Waiver

I, the undersigned parent or guardian of **(Student Name)** _____, hereby acknowledge that I have been properly advised, cautioned, and warned by the proper administrative personnel at the Bristol Public Schools that by participating in the Ski Club Outings, a student is exposing her/himself in the risk of serious injury, including but not limited to the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent, partial, or complete impairment in the use of limbs; brain damage, paralysis, or even death. Having been so cautioned and warned, it is still **(Student Name)** _____'s desire to participate in the activity listed above. It is hereby further acknowledge that **(Student Name)** _____ does so with full knowledge and understanding of the risk of serious injury to which **(Student Name)** _____ is exposing himself/herself by participating in the aforementioned activity.
[insert child's name in each space]

The Bristol Board of Education, the Town of Bristol and their agents, employees, or members shall bear no responsibility for any accident or injury (including death) sustained by the Student while participating in the aforementioned trip to (location(s) and all related travel and activities, including skiing and/or snowboarding to the extent permitted by law. To this end, I (for myself and the Student) hereby release and forever discharge the Board of Education, the Town of Bristol, and any of their members, employees or agents (including volunteers and chaperones) from any and all claims, demands, rights or cause of action of whatsoever kind or nature arising from, or by reason of, any and all known or unknown foreseen or unforeseen, bodily or personal injuries (including death), or damage to property and the consequences thereof which hereafter may be sustained by the Student or any parent or guardian or their heirs, executors or assigns, arising out of or in connection with the Student's participation in the Ski Club outings and all related travel and activities. Furthermore, the Parent hereby expressly stipulates and agrees to indemnify and forever hold harmless the Bristol Board of Education, the Town of Bristol, and any of its members, employees or agents (including volunteers and chaperones) against any and all loss from any and all claims, demands, or action in law or in equity that may hereafter be made or brought by any person or by the Student or by anyone acting on his behalf for the purpose of enforcing a claim for damages on account of any injury (including death) any damage arising out of or in connection with the Student's participation in the trip and all related travel and activities, and the costs of medical services.

I _____ represent and warrant that I am signing this Waiver
[name of parent/guardian]

voluntarily and knowingly, with a full and complete understanding of the terms and conditions of this Waiver.

Parent/Guardian or Adult Student Signature

Date

Suggested Roles and Responsibilities

School Administrators

1. Ensure adherence to districtwide policy for school-sponsored trips.
2. Communicate policy to all parties involved including staff, parents and students.
3. Encourage and support team planning for successful trips.
4. Encourage parents meeting to discuss details and requirements of the trip.
5. Support school nurse notification (at least four weeks prior to trip) and approval of all trips to identify and meet the health needs of students prior to your approval.
6. Ensure that the field trip coordinator has made arrangements by contacting the Director of Special Services to request a nurse at least three weeks prior to the trip for nursing coverage, if needed.
7. Serve as the key contact for emergencies during trips and involve the school nurse and school medical advisor as needed.
8. Determine alternative options or cancellation of trip if all students cannot attend the field trip due to the inability of the school district to accommodate the health or other special needs of students.

School Nurses

1. Adhere to district policy for field trips.
2. Obtain health information on all students participating from their health records and parental information.
3. Conduct a health and safety assessment of student needs based on a multitude of factors including severity of needs, location of trip, staff attending the trip, etc.
4. Contact visiting state board of nurses for permission to practice in that state if attending the trip and the state does not offer visiting status. (for out-of-state trips)
5. Contact visiting state board of nurses for information on nurse practice act, delegation and administration of medications laws and rulings if any care will be delegated to unlicensed personnel, such as the teacher or other school staff. (for out-of-state trips)
6. Develop nursing and emergency care plans for all students that will require medication, treatments or monitoring on the trip.
7. Obtain necessary medication and equipment for trip from parent at least three school days prior to departure.
8. Prepare all necessary medication, equipment and an emergency bag for the school staff.
9. Provide training to school staff regarding medication administration according to the Regulations and physician orders.
10. Provide training to school staff regarding any health care procedures to be performed and review emergency responses.

Suggested Roles and Responsibilities

11. Determine competence of unlicensed school personnel to carry out medication administration and health care procedures.
12. Provide supervision to staff during the trip.

Important Note: School nurses may not provide the staff with more than one dose of medication from their school supply as this is considered dispensing and is not in the scope of practice for any nurse. For multiple doses, parents must provide the appropriate supply (i.e., three-day supply for three-day overnight field trip) from their pharmacy and ensure it is stored in an appropriately labeled pharmaceutical container.

School Personnel (teachers and other staff)

1. Adhere to districtwide policy regarding all aspects of field trips.
2. Include the school nurse in planning field trips to avoid any potential cancellations or situations of concern.
3. Notify the school nurse and obtain school nurse approval prior to principal approval and authorization of trip.
4. Contact the Director of Special Services to request a nurse for the trip if one is needed at least three weeks prior to the trip.
5. Communicate to parents the need for updated health and emergency information.
6. Participate in all trainings regarding health and safety of students prior to departure.
7. Be prepared to address emergency situations.
8. Contact the principal and school nurse as needed for health questions or emergencies while on the field trip.
9. Meet with the school nurse upon return to review documentation and performance of procedures and to debrief about the overall experience of the trip in meeting the students' health needs.

Parents/Students

1. Adhere to districtwide policy regarding all aspects of field trips.
2. Provide the school with updated health (including medication administration orders when necessary) and emergency information as required.
3. Adhere to districtwide policies regarding medication administration and self-administration of medications by students while on field trips.
4. Request from local pharmacy and provide school with an appropriately labeled medication container with only the amount of medication needed on the field trip.
5. For parents of students with special health care needs, consider attending if appropriate and requested by school personnel with the clear understanding that a school district cannot mandate or require parents to attend field trips as a means of accommodating a child with special health care needs.

Source: **Field Trips: Guidance for School Nurses**, Connecticut State Department of Education, June 2014.

Frequently Asked Questions (Pertaining to Medical Issues)

1. **Can a parent sign a relinquishment waiver to bring Glucagon for day trips only? Or can they sign a waiver for overnight trips as well?**

No. An order from the provider and parent approval for all medication actions (such as withhold, substitute, discontinue, etc.) for any school-sponsored trip is necessary.

2. **Can a parent assign a friend or relative to go on a field trip with their child in order to administer an emergency medication?**

No. According to the C.G.S. and regulations regarding medication administration in schools, only school nurses, qualified personnel or parents may administer medication to students.

3. **If the school district has current standing orders from our school physician (medical advisor) and signed parental permission on our Emergency Consent Forms, do we need a new authorization form for administration of medication for the trip signed by the child's medical provider?**

Yes, unless the school nurse is accompanying the trip. Standing orders may be administered only by a nurse after an assessment of the student's complaint and symptoms. Any medications delegated to qualified personnel in schools must have an individual student Medication Authorization Form.

4. **Can school nurses package multiple doses of meds for an extended day field trip?**

No. School nurses may not provide the staff with more than one dose of medication from their school supply as this is considered dispensing and is not in the scope of practice for any nurse.

5. **Can volunteers (such as parents) administer medications to students, other than their own children, on a field trip?**

No. According to the medication regulations, other than the school nurse, only "qualified personnel for schools" may administer medication in schools. "Qualified personnel for schools means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10212a-3 of these regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of these regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a- 9 of these regulations. For school readiness

programs and before- and after-school programs, directors or director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of these regulations."

6. Is the school nurse responsible for non-school sponsored field trips?

No. Although school personnel (including school nurses) are often aware of non-school sponsored field trips or planned privately sponsored trips, they are not required to plan, coordinate or supervise these activities.

7. Do nurses require permission from other states when administering nursing services on field trips?

Yes. For field trips outside Connecticut, it is necessary that the school nurses determine the licensure and practice acts in the visiting state or country. The regulations for practice can vary from state to state and because Connecticut is not part of the Nurse Licensure Compact, the nurse is only licensed to practice in Connecticut.

Source: Field Trips: Guidance for School Nurses Field Trips, Connecticut State Department of Education, June 2014