



**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.

<b>Name of School:</b>	BCHS		
<b>Date of Request:</b>	DEC 13, 2023		
<b>Trip Destination:</b>	TAORMINA, Italy		
<b>Proposed Dates:</b>	November 2024 or March 2025		
<b>Approx. # Students:</b>	20 MAX		
<b>Grade Levels:</b>	11-12		
<b>Requesting Teacher(s):</b>	GINA GALLO		
<b>Chaperones</b>	1. ONE ADDITIONAL FEMALE FROM THE WL DEPARTMENT AT BCHS	2. ONE ADDITIONAL MALE FROM BCHS STAFF	
	3.	4.	
	5.	6.	
	<i>If more teachers/chaperones are required, please attach a list on a separate piece of paper.</i>		
<b>Transportation</b>	<input checked="" type="checkbox"/> Bus	<input type="checkbox"/> Train	<input checked="" type="checkbox"/> Plane
	<input type="checkbox"/> Other:		
<b>Lodging</b>	<input type="checkbox"/> Hotel/Motel	<input checked="" type="checkbox"/> Private Homes	<input type="checkbox"/> Other:
<b>Name of Travel Agency</b>	Acendas Travel (previously Globe Travel) Acendas.com Liability Insurance TBD		
<b>Total Estimated Budget</b>	\$50,000 TOTAL COST MULTIPLIED BY 20 POSSIBLE STUDENTS		
<b>Total Estimated Cost to Student</b>	\$2,500 MAX		
<b>Fundraising</b>	<b>Are fund raising activities planned?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

	<b>Please describe: We run 2-3 fund raising events each year- 1) Made in Italy community event, Car Show, 2) Tombola- Italian game night</b>
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**Proposed Itinerary: Please write a brief narrative explaining the purpose and educational value of the proposed trip.**

## Tentative Itinerary for Bristol HS, CT - Faculty: Gina Gallo

Nov 24/Mar25

<p>One/Two Weeks Prior to arrival in Taormina</p>	<p><b>Complete Online Placement Test (do the best you can without aids, complete as much as you can)</b>  <a href="https://corsi-di-italiano.babilonia.it/test/">https://corsi-di-italiano.babilonia.it/test/</a></p>	
<p><b>Day 1 Thurs</b></p>	<p>Depart U.S.</p>	
<p><b>Day 2 Fri.</b></p>	<p><b>Transportation by bus at Catania Fontanarossa Airport and arrival at Taormina Bus Terminal</b></p>	<p>Arrive Catania – students picked up and brought to host families.</p> <p>Arrival at Taormina Bus terminal. Settle in with host families. Dinner times with families vary</p>
<p><b>Day 3 Sat.</b></p>	<p><b>8.00</b></p>	<p><i>Optional Babilonia excursion to be planned</i></p>
<p><b>Day 4 Sun.</b></p>	<p><b>9:00 a.m. to 5:00 p.m. Meet at Taormina bus terminal at 8:45 a.m.</b></p> <p>9:00 a.m. depart from Bus Terminal</p> <p>9::30 Stop at Bar Russo at Santa Venerina</p> <p>10:30 Visit lava front of 1992 in Zafferana Etnea and taste of local products / gift shop</p> <p>12:00 ascend Etna cable car and hike with alpine guide</p> <p>3:00 descend Etna</p> <p>3:30 leave Rifugio Sapienza</p> <p>5:00 arrive in Taormina</p>	<p>Bristol High School Group <b>Excursion Hiking Mt Etna</b> – guided in English</p> <p>Geological history of Etna, fauna and flora, saving Zafferana, myth and ritual of the ascent, origins of <i>granita</i>, examples of volcanic activity.</p> <p><u>Gear:</u> wear hiking/comfortable walking shoes, dress in layers and bring a windbreaker, long pants, hat, and bandana/scarf. Bring water and snack.</p>
<p><b>Day 5 Mon.</b></p>	<p>09.00</p> <p>9:30 AM to 11:00 AM</p> <p>11:00 AM to 11:30 AM</p> <p>11:30 AM to 1:00 PM</p>	<p>Arrive at Babilonia</p> <p>Babilonia Language Classes</p> <p>Break</p> <p>Babilonia Language Classes</p>

	<p><b>2:00 PM to 4:00 PM</b></p> <p><b>4:00 PM</b></p>	<p><b>Walking Tour of Taormina</b> – Historical and Logistical tour (in English) includes entrance fees and tour of the Teatro Greco</p> <p><b>Babilonia Social activity</b> – <i>Sicilian card games</i></p>
<p><b>Day 6</b> <b>Tues.</b></p>	<p>9:30 AM to 11:00 AM</p> <p>11:00 AM to 11:30 AM</p> <p>11:30 AM to 1:00 PM</p> <p><b>2:00 PM</b></p> <p>6:00 PM</p>	<p>Babilonia Language Classes</p> <p>Break</p> <p>Babilonia Language Classes</p> <p><b>Visit to Forza D'Agro</b> – departure from Bus Terminal explore mountain top town where scenes from “The Godfather “ were filmed, hike through town, visit Church where wedding in “The Godfather “ was filmed</p> <p>Babilonia Film – <i>My Name is Tanino</i></p>
<p><b>Day 7</b> <b>Wed.</b></p>	<p>9:30 AM to 11:00 AM</p> <p>11:00 AM to 11:30 AM</p> <p>11:30 AM to 1:00 PM</p> <p>4:00 PM</p> <p><b>5:00 PM</b></p>	<p>Babilonia Language Classes</p> <p>Break</p> <p>Babilonia Language Classes</p> <p>Babilonia Seminario – <i>Contemporary Sicilian songwriters and musicians</i></p> <p><b>Meeting the local community</b> – this activity will depend on month of program</p>
<p><b>Day 8</b> <b>Thurs.</b></p>	<p>9:30 AM to 11:00 AM</p> <p>11:00 AM to 11:30 AM</p> <p>11:30 AM to 1:00 PM</p> <p><b>4:00 PM</b></p>	<p>Babilonia Language Classes</p> <p>Break</p> <p>Babilonia Language Classes</p> <p><b>Babilonia activity: Hands on Cooking Experience – Arancini</b></p>
<p><b>Day 9</b> <b>Fri.</b></p>	<p><b>TBD</b></p> <p>Depart for Catania</p>	<p>Airport transfer to return to the U.S. <b>from Taormina Bus Terminal</b></p> <p><b>Ciao Sicilia!</b></p>

## **Program Outline:**

The incredible city of Taormina is located in southern Italy, an area known for its beautiful beaches, fantastic food and enchanting ambiance. Bristol students and staff would like to travel to Italy, where they will be housed by local families and attend an accredited language school to study art, history, language and communication. From there, students and staff will have the opportunity to learn about and visit some of the most stunning and historically rich cities in the world. Aside from language immersion the secondary goal of this opportunity is to continue to maintain a cross-discipline collaboration while continuing to study history, art and music as an integral part of the language study program.

Travel will take place during the off-season of fall or winter sports to offer an equitable opportunity for our athletes to travel. Students were surveyed and the majority of students requested to travel in November or March. The lead chaperone of this trip (Gallo) has previously attended classes at this academy and has a working relationship with the staff and the host families to ensure the integrity and quality of instruction. This will be our 3rd collaboration between Bristol Public Schools and Babilonia and the 6th time for our travel coordinator (Gallo). We are requesting permission to offer this exchange almost one year in advance to ensure that students and parents have enough time to prepare for the trip. We would like to give families sufficient time to both save for travel costs as well as help plan this educational experience. We will take the proper travel precautions when planning this trip and have inquired about travel insurance as well as travel rules and regulations. This exchange is a once in a lifetime opportunity; with your support and approval we can facilitate an interest in, and an understanding of, this great culture among our students.

## **The Benefits of this Experience:**

In an ever-changing global society, our school system must remain on the cutting edge of education. This program provides the opportunity for our classroom curriculum to merge with 21<sup>st</sup> century global education. This opportunity will allow learners of all levels and styles to see, read and experience the Italian language and culture. Students who participate in this study will be tested into a level of study that is appropriate for each individual.

It is not realistic to expect that all BCHS students will be able to have the opportunity to study abroad for a semester or an extended period of time. This program will allow total immersion in the Italian language and culture for a shorter period, at a reasonable price. The importance of a study abroad program is a topic discussed in classrooms across the nation. The following list was compiled by Diversity Abroad, a website that discussed the importance of a study abroad experience. This list highlights the effectiveness of a study abroad experience and its impact on the face of education across the nation.

When studying abroad students will have the opportunity to gain skills such as:

- The ability to adapt to unfamiliar environments
- The ability to learn from different teaching styles
- The opportunity to learn to effectively communicate among diverse groups
- The willingness to challenge oneself and comfort zones
- The knowledge of a foreign language

By studying abroad students will benefit from many unique experiences unavailable at the high school level. Such experiences include:

- Learning from students from different cultural, ethnic and national backgrounds
- Honing cross-cultural communication skills
- Mastering a foreign language
- Exposure to new ideas and philosophies

For many students, studying abroad is a life-changing experience. Students come back from study abroad more independent, confident and eager to take on any challenge, academic, professional or personal.

There are many personal benefits to studying abroad. Some of these benefits include:

- Increased self-confidence
- Independence and maturity
- Global networking of friends
- Appreciation of other cultures as well as appreciation for the American culture
- Ability to face challenges in the future
- Learn to creatively solve problems
- Better understanding of personal strengths and weaknesses

The knowledge gained during this program will continue far beyond the week-long time frame for Bristol Central students and teachers. The understandings that the students will develop from this experience are directly linked to the World Language Curriculum

One can continue drawing parallels between the benefits of this program and the Bristol education standards. The curriculum is based on these as well as other standards to support the highest quality of learners. The Italian curriculum for all levels discusses topics such as the geography of central southern Italy, the study of ancient history and culture and the study of tradition and daily life.

Additionally, this exchange program can help the school achieve its maximum potential. The goals set by NEASC state that the curriculum must emphasize depth of understanding and application of knowledge through:

- Inquiry and problem-solving
- Higher order thinking
- Cross-disciplinary learning
- Authentic learning opportunities both in and out of school
- Informed and ethical use of technology<sup>1</sup>

This program focuses on higher order thinking and cross disciplinary learning. It is an opportunity that will set us apart from area high schools; we will focus on **authentic** learning opportunities in the target language, at the epicenter of culture and traditions. Students will be pushed beyond their comfort zones, will be encouraged to inquire about new topics, and will be forced to problem solve to communicate effectively in a foreign country.

NEASC also states that the district must provide the school's professional staff with sufficient personnel, time, and financial resources for ongoing and collaborative development, evaluation, and revision of the curriculum using assessment results and current research<sup>2</sup>. This opportunity will allow teachers themselves to delve deeper into the study of language and culture. Along with students, staff will

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<sup>1</sup> NEASC standard 2

<sup>2</sup> NEASC standard 3

be able to attend lessons every day; thus, this will become a learning experience that will affect all students of Italian at BCHS for years to come

In conclusion, this experience will bring a new vision to the Italian classroom at Bristol Central High School. The historical stories, grammar concepts and geographical studies one reads about in the textbook will be brought to life. This groundbreaking educational program will prove more valuable than simply telling students about a specific city, concept or tradition; instead, students will be able to live it. This proposal is a step toward bringing BCHS to the forefront of global education, allowing teachers and students the unique opportunity to enhance their knowledge, become better global citizens, and continue on their path to becoming lifelong learners.

#### Payment breakdown

Flights and insurance: \$1,000 per person

Transportation: \$1,500 total

Babilonia language study program: Euro 1,155 per person

Estimates cost \$2,500 per person (this will be divided between the total number of student participants therefore this is the maximum amount that will be asked of families)

\$1,010 US DOLLARS

Euro 1,155

We will continue to seek grant funding and fundraising opportunities to reduce the cost of the trip for all. Scholarships will be available to students in need. Although funding is not guaranteed, we will do all we can to offer external support for all students interested in participating.

# STUDY BROAD CONTRACT

In order to participate in the Taormina, Sicily study abroad program, students must meet the following criteria:

- The student is in good academic standing according to the Bristol Board of Education student handbook rules.
- The student is currently enrolled in a World Language course
- The student currently has a passing grade in Italian
- The student is passing all other courses at Bristol Central
- The student agrees to maintain academic integrity while abroad and will make up all work needed.
- Prior to the trip all students will devise a plan with teachers to ensure they do not miss assignments.

*N.B No student will be considered for this program if he or she does not meet the above criteria.*

Parents, please be aware of the following stipulations:

- Your student can be removed from the Italian exchange program if there are any academic, legal or school related problems. If this does occur all payments made are non-refundable.
- The students participating in this program will be chosen on the basis of academic, social and emotional stability.
- The teacher has the right to use personal discretion when choosing the participants in this study abroad opportunity.
- There will be a curfew in place in Italy. The host families will report to the teacher each day to ensure that the students are abiding by all rules.
- 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.
- At the highest [red] alert, no field trips will be allowed out of the City of Bristol for any reason.
- If there are any medical needs of the student the coordinating teacher needs to be made aware immediately
- If a student misses a flight for any reason, parents may be asked to fly to the destination at their own expense
- If a student is sent home due to inappropriate conduct, an additional chaperone or parent will fly to the destination to accompany student home at their own expense

Please sign and return by \_\_\_\_\_

My child and I have read and discussed the STUDENT RULES OF BEHAVIOR. We understand that NO PERSON UNDER THE AGE OF 21 Shall CONSUME ALCOHOLIC BEVERAGES. No person shall use any drug or substance that was not prescribed by a doctor for him/her. We agree that all members of our household will abide by all rules set forth in the Bristol Board of Education and State of Connecticut. We understand that the safety of the host student or traveler is the first priority and all consequences are at the discretion of the trip organizers and administrators.

\_\_\_\_\_  
*Parent) (s)* *Signature of*

\_\_\_\_\_  
*Student)* *(Signature of*



**Please attach a copy of the full brochure from the travel agency for 2023, this will be updated for next school year\***

Please see attached PDF

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

**Gina Gallo**

**Dec 13, 2023**

\_\_\_\_\_

\_\_\_\_\_

Name of Requester

Date

**FOR OVERNIGHT and/or OUT OF STATE TRIPS ONLY**

<b>What comparable educational experience is available in the Bristol area?</b>	
There are no other opportunities like a full-immersion language program in the target language home country	
<b>Proposed dates</b>	Nov 2024 or March 205
<b>Proposed lodging information</b>	Family stay

**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**

	<b>Approval Needed</b>	<b>Timeline</b>	<b>From</b>	<b>Signature</b>	<b>Date</b>
<b><i>Trips that do not include a signed School Health Field Trip Approval form should not be approved.</i></b>					
	Day Field Trip	4 weeks before	Principal only		
	<b>APPROVAL FOR PLANNING OF:</b> Overnight OR Out of state OR Out of country trip	12 weeks before	Principal		
			Superintendent		
	<b>FINAL APPROVAL FOR</b> Overnight OR Out of state OR Out of country trip	4 weeks before	Principal		
			Superintendent		



**School Health Field Trip Approval Form**

Page 1 of 2

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: Taormina, Sicily

Field Trip Coordinator: G. Gallo    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 (places) \_\_\_\_\_ and hereby consent to the participation of my child, \_\_\_\_\_ 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 ***(Student's Name)*** \_\_\_\_\_ and I ask that I be notified as soon as possible.

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. Chaperones will be asked to present identification prior to taking the trip. All chaperones must be 21 years of age or older.
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 may be asked 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 anytime 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) (name)

a student in the Bristol Public Schools, to participate in the Ski Club outings during the 2010-2011 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

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.

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I agree that \_\_\_\_\_ may participate in the Ski Club outings described above and that the information provided above is accurate and complete.  
name of student

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian 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.
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