

Instruction

Field Trips

To the extent the budgetary resources permit, the Board of Education encourages and sanctions student trips or other out-of-district school activities, including participation in interscholastic events, community civic projects and international travel which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his/her school program to enable him/her to participate and shall be counseled as to his/her obligations in fulfilling them. The administration may place restrictions upon a student's participation when in the staff's judgment his/her welfare requires it.

Cancellation Policy

In case of an emergency or an unanticipated danger, the Board reserves the right to cancel, modify, or shorten any field trip before and during the trip. Parents/guardians are responsible for obtaining trip cancellation insurance if desired. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.

Policy adopted: June 3, 2004
 Policy readopted: April 10, 2007
 Policy adopted: November 6, 2008
 Policy revised: May 5, 2016

NEW FAIRFIELD PUBLIC SCHOOLS
 New Fairfield, Connecticut

Instruction

Field Trips

Field trips are valuable educational activities which enhance classroom learning.

Approval

All field trips require approval by the Superintendent of Schools or designee. All requests should be submitted for review as soon as plans have been made and no later than four (4) weeks prior to the scheduled trip.

All out of country trips require approval by the Superintendent of Schools and the Board of Education.

Principals should keep current records of such requests, and if they don't receive approvals from the Superintendent of Schools two (2) weeks before the trip is scheduled they should call the central office.

In no situation should field trips take place unless the requisite approval has been obtained beforehand.

School Sponsored Trips

Principals should review staff members' field trip requests as they relate to Board policy and the current budget. Principals may consult with the Superintendent of Schools, or his designee, as necessary.

Copies of the field trip request forms are to be distributed as follows:

- I. the school office file;
- II. the Business Manager/Accounting Supervisor (or the Superintendent of Schools or designee for approval if the field trip is overnight or involves private vehicles).

Field Trip Procedures

I. Pre-Planning:

A. Notification:

1. The teacher-sponsor should check with the Principal before involving students and/or parents in planning.
2. Where student contributions are requested, the teacher-sponsor shall present a proposal indicating fund sources or fundraising activities planned, to provide for students unable to meet costs.

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Field Trips (continued)

Procedures (continued)

B. Knowledge of Location to Be Visited:

1. The teacher-sponsor should visit (ideal) or be familiar with the site of the trip before the trip is taken.
2. If the teacher-sponsor is unable to comply with item #1, he/she should consult with other staff members who have visited the field trip location to obtain specific information about its educational value for students of the participating grade level.

C. Statement of Purpose:

1. Written trip objectives of the trip and its relationship to curriculum should be submitted to the Principal by the teacher-sponsor; if chiefly for enrichment, it should be presented as an enrichment activity;
2. The Principal will review the statement of purpose before recommending the trip to the Superintendent, or designee, for approval.

D. Safety Provisions:

1. Knowledge of Possible Hazards:

- a. The teacher-sponsor must be reasonably aware of possible hazards to the safety of trip participants and inform the Principal of such hazards.
- b. Undue hazards shall be pointed out to parents and to participants prior to the trip so reasonable precautions can be taken to avoid accidents and student injury.
- c. Potentially hazardous activities (including skiing, mountain climbing, scuba diving, etc.) may require special insurance arrangements. In case of doubt, the Principal should review planned activities with the Superintendent of Schools.

2. Knowledge of Students' Medical Problems:

- a. Teachers and the nurse should be aware of special medical problems, allergies, handicaps, special prescriptions, etc. of student trip participants.
- b. Teachers should plan emergency measures to be taken if a medical emergency arises.

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Field Trips (continued)

Procedures (continued)

3. **Transportation:**

- a. Ordinarily, the Principal or his/her designee will make travel arrangements when the regular school bus carrier is involved.
- b. It is strongly recommended that school buses, charter, or some other form of public carrier should be considered for transportation since vehicles of this type will have ample insurance coverage.
- c. With prior approval of the Superintendent of Schools, or his designee, staff members or volunteer parents may use their personal automobiles to provide transportation, however, staff members or volunteers must understand that Board insurance doesn't cover their vehicles. Board insurance assumes liability for damages **beyond** the limits of the policies carried by the owner of private vehicles.
- d. To ensure volunteer coverage under insurance, these volunteers must be classified as "**VOLUNTEER WORKERS**". The Principal shall maintain an official roster of designated volunteers. It is also important that this roster be used regularly for providing transportation services.

E. **Parental Notifications:**

1. Before the student is allowed to participate, permission slips shall be obtained from the parent or guardian of each student participant. Permission slips shall be taken on the trip by the teacher-chaperone, and retained for at least a six-month period after completion of the trip by the Principal. (*system-wide form*)
2. Information given by the teacher on the permission slip shall include: (a) the purpose of the trip, (b) the place to be visited, (c) the date and approximate times of departure from and arrival back to the school, (d) the type of transportation to be used, (e) the total costs, if any, (f) a release to seek emergency medical attention as needed, and (g) any required apparel or equipment needed.

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3. The permission slip should request information about any special medical problems, allergies, handicaps, special prescriptions, etc., of which a chaperone should need to be aware.
4. Standard permission slip guides will be available at each school office. Modifications may be made to accommodate special circumstances.
5. Parents/guardians do not waive legal rights for children by signing permission slips.
6. Timely itineraries should be sent to parents for trips out of district/state.

F. Notification to Cafeteria Personnel - If a trip will cause students to miss lunch at school, teacher-sponsors shall notify cafeteria personnel, several days in advance.

G. Preparation of Students:

1. The teacher-sponsor shall acquaint the students with the purpose of the trip and point out what they are to look for;
2. Where possible, the teacher-sponsor shall involve students in the actual planning of the trip;
3. The teacher-sponsor shall inform the students as to what is expected of them in the way of behavior and dress and of what materials they may take with them.

II. Procedures on the Trip

A. Supervision:

1. Teachers, administrators, and other adults acting as chaperones are expected to exercise supervisory responsibilities;
2. Supervisory personnel must be continuously alert to reasonably anticipate possible hazards;
3. Visitor guides, if available and suitable, should be used;
4. Adult chaperones (e.g., other staff personnel, parents, etc.) may accompany the group and should be briefed by the teacher-sponsor as to purposes of the trip, possible hazards, procedures, supervisory responsibilities, etc., and should receive a copy of any written procedures;

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Field Trips (continued)

Procedures (continued)

5. Per Board policy, **all** "overnight" trips must be approved by the Superintendent of Schools prior to the trip. In those cases, the names **and** ages of all chaperones must accompany the request for approval submitted to the Superintendent of Schools;
6. The following ratios are suggested as to approximate proportion of adult chaperones (inclusive of the teacher-sponsor) to students in terms of grade level, and depending upon the activity and other circumstances, may be changed on the authority of the Superintendent of Schools:

Adults	Students
K-3	One : Five
4-6	One : Eight
7-8	One : Ten
9-12	One : Fifteen

Names of chaperones will be placed on record in the Principal's office prior to the trip.

7. Chaperones will be apprised of their responsibilities by the teacher in charge.
8. Students will be informed of their obligation to adhere to the directions of the "teacher in charge" and chaperones.
9. Students will demonstrate equal respect for the teacher in charge and for adults serving as chaperones. Students not displaying such deportment will be reported to the Principal by the teacher in charge subsequent to return from the field trip. The Principal will take disciplinary measures as he/she deems appropriate.
10. The teacher-sponsor must notify the Principal if students are to be delayed or if the itinerary is substantially changed for extended trips.
11. Should accidents or medical emergencies occur, the teacher must immediately notify the Principal. Parents will be contacted if the situation warrants.

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Field Trips (continued)

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B. Group and Individual Activities on the Trip:

1. Adequate time should be allowed for lunch (or dinner) during the field trip.
2. Time should be allowed for toilet and washroom purposes.
3. Since the students are under the authority and responsibility of the school until they return to the school, each student shall be expected to remain with the group until return to the school.

C. Educational Activities:

1. Every effort shall be made to ensure optimal learning by students on the trip.
2. If feasible, students shall be given the opportunity to collect other information not necessarily related to the stated purposes of the trip but educationally valuable.

D. Adult Behavior

1. Adults, teachers, and chaperones shall, at all times, conduct themselves in such a way as to demonstrate the best example to students.
2. Ordinarily, adults shall stay with the group at all times.
3. Smoking, use of alcoholic beverages, or any illicit substance is prohibited during the field trip. The prohibition extends to all students, teacher-sponsor, and chaperones.

E. Student Behavior – Regular school behavior policies are in effect.

III. Follow-up Activities:

A. Reports:

1. As soon as possible after the trip, the teacher-sponsor shall make a written report to the Principal.
2. If an accident or medical emergency has occurred during the trip, the teacher-sponsor shall immediately furnish the Principal with complete written details as to apparent cause and effects and as to what actions were taken by teacher-sponsor.

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Field Trips (continued)

Procedures (continued)

B. Educational:

1. At the first opportunity, the teacher-sponsor shall review the stated purposes of the trip and observations made on the trip with the group. A brief written evaluation shall be submitted to the Principal.
2. If practicable, a written or audio-visual report should be prepared by students as a language arts class project. The teacher's assessment of the activity will accompany the report.
3. Appropriate expressions of appreciation to those who hosted the group during the field trip are encouraged.
4. The teacher-sponsor shall guide the group through a variety of suitable follow-up activities leading to additional learning as an outcome of the trip or as an introduction to other learning.

IV. Non-School Sponsored Trips:

The Board of Education **will not** accept responsibility for trips not authorized by the Superintendent of Schools/Board of Education. Non-school sponsored trips planned for profit by staff members may not occur on school time and, therefore, are not to be planned on school time. ("Profit" is defined as monetary gain in excess of expenses.) The facilities of the schools may **not** be used in planning such trips. Letters to parents, directions, or other communications may not be duplicated on school equipment or distributed at schools.

Regulation approved: April 10, 2007
 Regulation reapproved: November 6, 2008
 Regulation reapproved: May 5, 2016

NEW FAIRFIELD PUBLIC SCHOOLS
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CODE OF BEHAVIOR FOR OVERNIGHT FIELD TRIPS

We ask all participants to bear in mind that _____ is only _____ days in duration. Consequently, it is absolutely necessary to take advantage of every moment. To accomplish this, all of the following regulations must be observed during your trip to _____.

1. You will be representing your school, your community, and yourself in _____. We expect your behavior and dress to be appropriate at all times.
2. While in _____, you will be the responsibility of the _____ staff. Unless otherwise provided for, no student is permitted to leave _____ activity without proper chaperone supervision.
3. POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS IS ABSOLUTELY FORBIDDEN.
4. STUDENTS ARE EXPECTED TO COOPERATE FULLY WITH THE STAFF AT ALL TIMES.
5. Alert the chaperones of any unique medical problem that the chaperone should be aware of.
6. Parental permission to attend the trip and to authorize emergency medical treatment is required.

Infractions of these regulations may result in the immediate dismissal of the student from the program. In this case, the student's school and parents will be notified, and the student will return home at his/her own expense and with no refund of the full program price.

These regulations will be strictly enforced. Any student who feels strongly that they are too restrictive is advised not to participate in _____.

Advisor _____

New Fairfield High School Principal _____

Student's Name _____
(Please print)

Student's Signature _____ Date _____

Parent's/Guardian's Name _____
(Please print)

Parent's/Guardian's Signature _____ Date _____

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Field Trip Permission Slip

My son/daughter _____
Student's Name (Please print) *Grade*
has my permission to attend _____ at _____
Field Trip *Specific Destination*
on _____, from _____ to _____
Date *Approximate Times* *Cost*

Teacher(s) In Charge _____ Transportation _____

Emergency Contact _____ Phone No. _____

Parent's/Guardian's Name *(Please Print)* _____ Work Phone _____ Home Phone _____

- **Insurance:** My son/daughter is covered for injury under an effective insurance policy with: _____ (I.D.#) _____

• **EMERGENCY MEDICAL AUTHORIZATION**

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) administration of any treatment deemed necessary by the doctor or dentist named below, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery, if at all possible.

Doctor: _____ Phone () _____

Dentist: _____ Phone () _____

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairment to which a physician should be alerted are:

Prescription Medication:

- **Day Trips:** Prescription medication will be dispensed by the teacher as per the Medication Authorization Form on file at school.
- **Overnight Trips:** If prescription medication or over-the-counter medication (not listed below) is to be taken, the Authorization for the Administration of Medicines by School Personnel must be completed. It is available in the nurse's office.

Non-Prescription Medications: Please check those medications you will be willing to authorize the designated teacher to administer to your child, if necessary.

<input type="checkbox"/> Acetaminophen (generic Tylenol)	<input type="checkbox"/> Antacid	<input type="checkbox"/> Decongestant
<input type="checkbox"/> Ibuprofen (generic Advil)	<input type="checkbox"/> Benadryl/Zyrtec	(14 years of age & older)

I agree that the foregoing information is correct and complete, and I agree to its implementation.

Signature of Parent/Guardian: _____ Date: _____

Important Cancellation Agreement: *In case of an emergency or an unanticipated danger, the Board reserves the right to cancel, modify, or shorten any field trip before, during, or after it has begun. Parents/guardians are responsible for obtaining trip cancellation insurance if desired. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances. While field trips are related to curriculum, there is no requirement to participate, and non-participation will not impact your child's grade.*

Note: Failure to complete this form in its entirety will preclude your child from eligibility to attend the applicable activity.

**AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES
BY SCHOOL PERSONNEL**

The Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a nurse to administer medications, or in her absence, the principal or teacher designated to administer medications. Medications must be in pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, time of administration, physician's or dentist's name and date of original prescription.

PHYSICIAN OR DENTIST'S ORDER

Name of Child _____ Date _____
(Please print)

Date of Birth _____

Condition for which drug is being administered during school hours _____

DRUG: name, dose and method of administration _____

Time of administration _____

Medication shall be administered from _____ to _____
(Date) (Date)

Relevant side effects to be observed, if any _____

If there are side effects, plan for management _____

Is this a controlled drug? _____ If yes, DEA number _____

Physician's/Dentist's Name _____ Tel. _____
(Please print)

Address _____

Physician or Dentist's Signature _____ Date _____

Nurse/Principal/Teacher _____ Date _____

AUTHORIZATION FOR SELF-ADMINISTRATION

Students will be allowed to self-administer medications only when the health problem could be life-threatening and there is a written order from a licensed physician for self with written authorization of the parent or guardian of the child requesting self-administration.

If child is to self-administer his/her own medication, please indicate that you feel the child is capable of self-administration of medication.

Physician's Signature _____ Date _____

Parent or Guardian's Signature _____ Date _____

Nurse/Principal/Teacher Signature _____ Date _____

**AUTHORIZATION BY PARENT/GUARDIAN FOR THE ADMINISTRATION OF THE ABOVE
MEDICATION BY SCHOOL PERSONNEL:**

Date: _____

To School Personnel:

I hereby request that the above medication, ordered by the physician/dentist for my child _____ be administered by school personnel. I understand that I must supply the school with the prescribed medication in the original container dispensed and properly labeled by a physician or pharmacist and will provide no more than a 45 school day supply of said medication.

I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

Name: _____
(Please print)

Signature: _____ Relationship to child: _____

Address: _____ Telephone: _____

