

**Series 6000 – Instruction**

**1. Elementary and Secondary**

**E. Instructional Arrangements**

**(4) Field Trips**

Board of Education Policy provides for student trips of significant educational value closely related to the instructional program. Each trip will be reviewed on an individual basis.

The administrative guidelines established for student trips are as follows:

**I. DEFINITIONS OF SCHOOL SPONSORED TRIPS**

- A. **Field Trip** - An out-of-school field trip is a planned activity in which a class or group of students leaves the school grounds for the purpose of continuing and extending the program of instruction. As such, they are considered instructional and planned with objectives determined in advance and appropriate instruction preceding and following each field trip.
- B. **Athletic Trip** -An athletic trip is any trip off school grounds for the purpose of participating in any athletic contest or practice session.
- C. **Extracurricular Trip** - An extracurricular trip is any trip conducted off school grounds and scheduled at a time so as not to interfere with the normal school day. An extracurricular trip must be under the sponsorship of a school organization.
- D. **International Trip** - An international trip is a trip designed to provide an educational experience outside the United States, where students experience other languages, people and cultures.
- E. **Chaperone** – Adult accompanying students on school sponsored trips. Generally this will be a teacher; it could be an administrator, sponsor, coach, or other staff member, and also may be a parent.

**II. APPROVAL PROCESS FOR SCHOOL SPONSORED TRIPS**

- A. Field Trips must be authorized by a building principal and the appropriate program director after the completion of the Student Trip Request Form. Any trip involving an overnight stay or travel out-of-state must also be approved by the Superintendent or designee. Overnight trips must also be individually approved by the Board of Education in advance unless the trip has been pre-approved by the Board as part of a curriculum.

- B. Athletic Trips including out-of-state and overnight trips, must be approved by the Superintendent or designee. For extended trips (3 nights or more), Board of Education approval is also required.
- C. Extracurricular Trips including out-of-state and overnight trips, must be approved by the Superintendent or designee. For extended trips (3 nights or more), Board of Education approval is also required.
- D. International Trips must be approved by the Superintendent and Board of Education.

### **III. GUIDELINES FOR SCHOOL SPONSORED TRIPS**

- A. All field trips must be preceded by appropriate preparatory instruction and be followed up by appropriate post-field trip assessment or other activities that lead to additional learning as an outcome of the trip or as an introduction to other learning.
- B. In general, field trips must be limited to an interval not to exceed the length of a school day and confined to a reasonable distance from Suffield.
- C. All trips must have a written itinerary with locations, phone numbers, and estimated time of arrival at each location. A copy of this itinerary must be left at the school office. Out of state and international itineraries must also be sent to the district administration.
- D. Chaperones must carry with them a complete list of the students and adults on the trip with emergency contact numbers listed for each individual. A copy of this list must be submitted in advance to school and district administration.
- E. Chaperones must be aware of special medical problems, allergies, handicaps, special prescriptions, etc., of students who are participants on the trip. Chaperones must also carry a list of any medications that students require and such medication must be carried by a Suffield Public Schools' staff member or the parent of the student. Pre-arrangements must be made for administering medication.
- F. Chaperones must carry a list of school emergency contact numbers so they can reach a school official if needed. Should accidents or medical emergencies occur, the teacher must immediately notify the principal? If an emergency occurs, teachers need to be prepared to provide complete information about the incident. Parents will be contacted by a school official.
- G. If transportation is other than a Suffield school bus, teachers must list the transportation carrier on appropriate documents. All vehicles must have a first aid kit on board.
- H. If a trip will cause a significant number of students to miss lunch at school, teachers shall notify cafeteria personnel several days in advance.

- I. On trips outside of Suffield, it is advisable to use the following ratio of adult chaperones (inclusive of the teachers/sponsors). Depending upon the activity, this ratio may be adjusted by the Superintendent.

**Day Trips:**

<u>Grade</u>	<u>Students</u>	<u>Adults</u>
Pre-K-K	5	1
1-5	8	1
6-8	12	1
9-12	20	1

**Overnight Trips:**

<u>Grade</u>	<u>Students</u>	<u>Adults*</u>
1-5	4	1
6-8	6	1
9-12	10	1

**International Trips:**

<u>Grade</u>	<u>Students</u>	<u>Adults*</u>
9-12	6	1

**\*Overnight travel requires a minimum of 2 chaperones (see J. below)**

- J. While the number of teacher chaperones may vary depending on the nature of the trip, any overnight trip must have a minimum of two chaperones and, if the student population on the field trip is both male and female, one chaperone must be male and one female. Chaperones must be approved by the district level administration.
- K. All chaperones/students must conform to the Board of Education Policy regarding Drug Free Workplace (reference 4118.231 and 4218.221).
- L. Adult chaperones (e.g., other staff personnel, parents, etc.) who accompany the group must be briefed by the teacher/sponsor as to purposes of the trip, procedures, possible hazards, supervisory responsibilities, etc., and must receive a copy of any written procedures.
- M. The Board of Education secures liability insurance, pursuant to Connecticut General Statutes, Sections 10-235 and 10-236, for protection of teachers and other employees who act as chaperones on trips.
- N. The Superintendent and/or Board of Education reserve the right to reconsider any previously approved student trip. In the event of such a cancellation, the Board of Education assumes no responsibility for losses incurred by parents.

- O. School system employees shall accept no commission or other remuneration except that employees may receive reimbursement of their expenses. On extracurricular and international trips, any reimbursement of expenses to the chaperones must be paid from fees collected from the participants. Students participating must be made aware of this provision.
- P. All fund-raising activities conducted to help finance such travel must be in accordance with Board of Education Policy for fund raising.
- Q. Parents are responsible for any cost incurred for students who are sent home early because of a behavioral infraction or returning home early for any other reason.
- R. If private vehicles are used, the person operating them must submit evidence of liability insurance.

#### **IV. ADDITIONAL GUIDELINES FOR INTERNATIONAL TRAVEL**

- A. All requests for trips outside the United States must be submitted at least four months prior to the planned departure. International trip request forms must also be completed at that time.
- B. In special circumstances, school time may be used for trips abroad. All requests for trips involving school time must have followed the approval process.
- C. All students must be in good standing in both academics and behavior. Students must not be failing any subject, must not have repeated offenses, and must exhibit appropriate conduct both in and out of school.
- D. Should accidents or medical emergencies occur, the chaperone must immediately notify the principal/administrator and the district level administration. Chaperones must carry a list of emergency contact numbers including embassy numbers. If an emergency occurs, chaperones need to be prepared to provide complete information about the incident. Parents will be contacted by a school official.
- E. The primary chaperone must be a certified teacher or administrator employed by the Suffield Board of Education. Non-certified co-chaperones must be approved by the school administration.
- F. Following trip approval, the following steps are to be carried out:
  - 1. Written parental consent and a completed student health history form must be obtained for student participation.
- G. Prior to an international trip, chaperones must receive orientation and training (provided by the Suffield Public Schools) which explains the procedures for travel abroad.

H. In the event of adverse political, safety, or health conditions, or any other unforeseen circumstances, the Superintendent or Board of Education may cancel a previously approved international trip. In the event of such a cancellation, the Board of Education assumes no responsibility for losses incurred by parents. Parents must be informed of the Board's prerogative to cancel a trip and should be encouraged to purchase trip cancellation insurance.

**V. SCHOOL SPONSORED TRIPS**

- A. Contracts with carriers or travel agencies must be reviewed by the Business Manager/Designee before a signature is affixed. A copy of the contract must be submitted to the office of the Superintendent or designee.
- B. Parents must be provided with specific written information to include objectives of the program, costs, daily itinerary, chaperones, accommodations, student and chaperone responsibilities, school behavior policies, trip cancellation procedures and refund policies.
- C. Students/families are responsible for securing appropriate travel documents including visas, passports as well as medical waivers and immunizations as needed.
- D. Conferences and/or orientation sessions are scheduled with students and their parents to assure that all plans and school policies are clearly understood and will include objectives of the program, costs, daily itinerary, chaperones, accommodations, student and chaperone responsibilities, school behavior policies, trip cancellation procedures, and refund policies.

**VI. NON-SCHOOL SPONSORED TRIPS**

- A. The Board of Education will not accept responsibility for trips not covered by Board Policy. 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. Staff members planning such trips must look to community agencies or organizations outside the school.

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SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut