

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 6700
Community Instructional Resources**

Policy 6710

Field Trips

The Darien Board of Education (the “Board”) encourages and sanctions student field trips that are of value in helping achieve each student’s educational objectives.

All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day, and that have not run previously, shall require the prior written approval of the Superintendent or his/her designee and the Board.

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy 5620) and any administrative regulations implementing such Board Policy.

The Superintendent of Schools shall develop administrative procedures to implement this policy.

The Board will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and any accompanying regulations.

APPROVED: November 10, 2009

REVISED: February 14 2023, January 28, 2025

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Administrative Regulations/Procedures

Field Trips

Regional Trips (day trips within a 125 mile radius) must be approved first by the principal, then by the Assistant Superintendent, according to regulations. All school regulations, as set forth in the student handbook, and all Board of Education policies and procedures apply to students on field trips. A minimum of 15 school days in advance, the initiator (teacher or administrator in charge) must provide the Principal with a description of the destination and an explanation of the educational or co-curricular purpose of the trip, as well as the details of the trip that include basic cost, additional costs, mode of transportation, chaperones, substitute coverage required, a list of students, and other pertinent details requested by the Principal. Applicable safety precautions and training must be demonstrated to the Principal's satisfaction. The Principal then forwards the application to the Assistant Superintendent for approval, a minimum of 10 school days prior to the date of the trip.

Extended trips (trips beyond 125 mile radius but less than 500 miles) must be approved by the Principal in consultation with the Superintendent or his/her designee. The Principal must supply the Superintendent, a minimum of 15 school days in advance, with the details requested in the "planning requirements" listed below. In rendering a decision on approval, the Principal and Superintendent shall consider the timing of the trip and the impact on instructional time. Final approval depends upon the trip initiator (teacher or administrator in charge) having demonstrated, in writing, appropriate detailed planning. All rules and planning requirements for regional trips (above) will apply to extended trips, including all school and Board of Education policies, regulations, and rules.

Special Trips (overnight and beyond 500 miles, including trips outside the continental United States). Approval of the concept by the Superintendent is required before exploratory talks can begin. Initiators shall consult their Principal before any serious discussion or planning takes place. It also is essential to conduct pre-planning of the full budget impact, so timing is important, often a year in advance. If the Superintendent gives the Principal permission to explore the potential for a trip, the Principal or initiator (teacher or administrator in charge) may then make the inquiries necessary to organize a trip. A minimum of sixty days in advance and

no later than October 15th, the trip initiator must submit a detailed request (as specified in the "planning requirements" below) to the Superintendent. All field trips covered by this section must be approved by the Superintendent. If the field trip (or a field trip that is substantially similar to the proposed trip) has occurred before, the decision of the Superintendent shall be final. If the field trip is being proposed for the first time, the Superintendent shall seek approval from the Board..

Formal announcement of special trips can be made only after approval by the Board or Superintendent, as applicable, has been obtained. All rules and regulations covering regional trips and extended trips (see above) apply to special trips. In addition, the behavioral rules covering participating students are to be communicated, in writing, to any host families involved in the trip.

No later than December 31st of each year, the Superintendent shall notify the Board of any field trips described in this section that shall occur during that school year and that have been previously approved by the Board.

Planning Requirements: All field trips require a written application for field trip approval that must be submitted to the school Principal then to the Assistant Superintendent, according to administrative procedures. For Regional Trips, the building Principal shall designate the requirements for requests, except as specified under "Regional Trips," above. In the case of Extended Trips and Special Trips (defined above) the request must be submitted at least 60 days in advance of the departure date and must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a) Names of the Darien Public School staff initiating the proposal and responsible for the trip.
- b) Exact Dates, and times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.
- c) A description of the rationale for the trip, with special emphasis on the educational value of the experience.
- d) An outline of the pre-trip and post-trip activities which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate, as well as the ratio of students to chaperones.
- e) The exact modes and times of travel, as well as the exact housing arrangements.
- f) Detailed daily time schedules of the agenda of activities.
- g) Precise overall financial information with a break down by categories of expenses.
- h) Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
- i) Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

- j) Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
- k) The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval. No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.

Additional Requirements: The following information explains additional specifications or requirements which must be followed for all field trips:

- a) All chaperones (Darien Public Schools' employees and non-employees) including parents, must be approved by the Administration and provided with an orientation to the rules of the Board of Education and school.
- b) Any non-Darien students (or graduates) participating in the trip must be approved by the Administration. Priority for participation in school-sponsored trips will be given to currently enrolled Darien students.
- c) All behavioral rules and regulations (above) as well as trip logistics must be communicated in writing to all participating students and their parents as an integral part of the planning of the trip.
- d) Students are considered to be under the supervision of chaperones or a host family (if applicable) at all times.
- e) A permission form signed by the parent or guardian must be provided for every student participating in a field trip.
- f) Written verification must be provided, signed by the parent or guardian of every student participating in a trip, stating that the parent is willing to abide by the "School Trip Cancellation Policy" of the Darien Public Schools. A sample of the form is an addendum to these administrative procedures.

Non-School-sponsored trips (planned by school personnel or by others for whom school personnel are acting as agents). Trips that are incidentally related to the school because the initiator or leader is an employee of the Board must obtain permission of the Superintendent of Schools to advertise in the schools. Permission to advertise does not bind the school or the Board to the trip or to its organizers. It must be clearly understood and expressly stated in any related material (1) that there is no legal or educational connection between trip sponsors, their representatives, and the Board and its administrative agents, (2) that the Board is not the sponsor and is otherwise not responsible in any way for the trip, and (3) the name of the person and/or organization that is responsible for the trip. These trips shall not occur on school time.

If in doubt about the policy, regulations, or procedural matters, consult the Principal.

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DARIEN PUBLIC SCHOOLS
Darien, Connecticut

TO: All Students Participating in Field Trips
FROM: Darien Public Schools' Administration and Staff
RE: School Trip Cancellation Policy

As we begin the extensive planning for our exciting travel, it is important to understand that the safety of our students and staff is always our primary concern in any decisions that are made regarding the approval of school sanctioned trips.

The Darien Board of Education, Administration and staff reserve the right to cancel or alter _____ any time before or during the trip and are not liable for any deposits or payments that may be lost resulting from such a decision. This cancellation or alteration may be due to any unforeseen events that in our judgment jeopardize the safety and well being of our students and staff.

Please sign and return this form to your teacher. Your signature confirms that you have read the above statement and that you understand (1) that your choice to have your student participate in this field trip is voluntary, (2) that you will bear the financial risk that any such trip may be cancelled by the Darien Public Schools, and (3) that the Darien Public Schools are not responsible for any deposits or payments that may be lost resulting from such a decision. If you have any questions, please contact _____.

Thank you.

Parent Name _____

Parent Signature _____

Student Name _____

Student Signature _____