

**Instruction**  
**Field Trips**

6153(a)

To the extent that 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. The administration may place restrictions upon a student's participation when in the staff's judgment his/her welfare and/or the group welfare requires it.

This section presents the procedure to be followed by certificated employees in the planning of pupil field trips.

**Definitions**

In general, the school district allows for three categories of field trips:

1. Day Field Trips, those in which students leave and return to school on the same day.
2. Overnight Field Trips, those in which students are away from home and school for periods ranging from one to five nights.
3. Trips to Foreign Lands, those that take students outside the geographic limits of the continental United States.

**Parental Permission**

Although the Board of Education has approved carefully planned field trips as part of the curriculum, it is necessary to inform parents of the excursion and to obtain permission for each student to participate. It is important to realize, however, that in case of liability such a signed permission slip is not binding on the parent. Its importance lies in the fact that the parent is fully cognizant of what is occurring.

**Day Field Trips**

1. Day field trips are defined as those in which students leave and return to school on the same day.
2. Parental permission slips must be obtained for each trip.
3. Requests for day field trips must be submitted to and approved by the principal.
4. All students in grades PreK-8 may participate in day field trips.
5. There shall be a minimum of one adult chaperone for every 10 students (or portion thereof) enrolled in grades PreK-6. Example: A day field trip involving 30 students shall

have three (3) chaperones, a trip involving 17 students shall have two (2) chaperones.

6. There shall be a minimum of one adult chaperone for every 15 students (or portions thereof) enrolled in grades 7-8. Example: A day field trip involving 30 students shall have two (2) chaperones; a trip involving 12 students shall have one (1) chaperone.

7. Under certain circumstances the principal should increase the number of chaperones (i.e., trips outside the county limits, nature of the trip, trips attracting large numbers of students from other schools, physical condition of students, supervision requirements specified by host institution).

8. If more than one classroom in the same building contemplates a day field trip to the same destination, consideration should be given to the coordination of all groups in an effort to maximize the use of transportation.

### **Overnight Field Trips**

1. Overnight field trips are defined as any requiring students to be away from home and school for periods ranging from one to five nights.
2. Overnight field trips may be conducted within the Litchfield County area, within the State of Connecticut, or anywhere within the geographic boundaries of continental United States.
3. Overnight field trips are permitted for students enrolled in grades 5-8 within the Litchfield County area, within the State of Connecticut, or anywhere within the geographic boundaries of the continental United States.
4. Special parental permission slips must be obtained for all overnight field trips.
5. The principal must approve requests for overnight field trips at least one (1) month prior to the scheduled trip.
6. The principal will submit requests for overnight field trips within the State of Connecticut to the Superintendent of Schools and the Board of Education for informational purposes.
7. There will be a minimum of one adult chaperone for every 10 students (or portion thereof) enrolled in grades 5-8.
8. Overnight field trips must be fully paid for by the sponsoring group or organization and/or students participation in the trip. No expenses, including insurance, may accrue to the Board of Education without prior Board approval.
9. Overnight field trips of more than two nights are recommended during weekends and regularly scheduled vacation periods.

10. If more than one school requests a field trip to the same destination, consideration should be given to coordination of all Region One school groups in an effort to secure the lowest possible travel rates.

### **Overnight Field Trips and Trips to Foreign Lands**

In the development of a proposal for either overnight field trips or trips to foreign lands, the principal is responsible for assuring that:

1. The objectives of the trip and activities are compatible with the general objectives of the instruction program.
2. The total ongoing school program will not be adversely affected by participation of staff and pupils on the trip.
3. Participation in the trip and its activities will not be detrimental to the total program of individual pupils.
4. Appropriate educational experiences will be provided for those pupils who do not participate in the activity.
5. Insofar as possible, the opportunity for pupils to participate is nondiscriminatory for economic purposes.
6. The proposed trip is feasible within the time allotted.

### **Guidelines for Developing Field Trips and Trips to Foreign Lands**

A trip proposal should be jointly developed by staff and pupils and should take into consideration the following:

1. A statement of objectives of the trip and its activities and an outline of the educational experience or of the course of study to be followed.
2. Basic costs, usually including transportation, meals, and accommodations.
3. Expenses not included in the basic costs, such as laundry, personal expenses, and in the case of trips to foreign lands, required inoculations, passport and visa expenses, baggage fees in excess of specified allowances, etc.
4. Procedures for maintaining financial records for auditing purposes.
5. Transportation arrangements with assurance that when public transportation is required, only a government-approved carrier with a certificate of insurance will be employed. Private transportation is prohibited.
6. Accommodations to be used must be nondiscriminatory and have adequate health and

safety standards.

7. The detailed itinerary--departure, travel schedule, return--are fully understood by parents.
8. Professionally and personally qualified individuals will serve as chaperones.
9. Identification of travel agency, if used, and evidence that the agency has experience in handling school groups, can provide proof of satisfactory performance, can provide similar group references, has quoted a competitive fee, has well-identified procedures for handling emergencies, and is approved by the American Society of Travel Agents.
10. If a sponsoring organization other than a travel agency is used, such organization must follow the above guidelines.

### **Orientation Session for Parents and Students**

Prior to the submission of the proposal to the School Board and Superintendent, the principal will hold (or arrange to have the appropriate person hold) an orientation session for parents and students at which time specific written information on the following is provided:

1. Aims and objectives of the trip.
2. Standards of conduct established for the trip.
3. Responsibility pupils will assume by participating.
4. Basic costs for travel, meals, accommodations, and other expenses not included in the basic costs.
5. Travel arrangements, overnight accommodations, and daily itinerary.
6. Arrangements for dealing with illness, accidents, other emergencies, and notification to parents of any change in expected time of return.
7. Need for special equipment and/or clothing.
8. Arrangements and responsibility for extra costs in the event a pupil should need to return home prior to established date of return.

### **Responsibility for Reviewing and Approving Field Trips**

The school principal is responsible for reviewing and approving or disapproving all proposed overnight field trips or trips to foreign lands. In considering such a proposal, all factors relating to the trip, as outlined, but not limited to the above, will be assessed and verified.

The principal is responsible for assuring that every effort has been made to provide a stimulating learning experience and that all reasonable provisions are made for the safety of pupils. For trips outside the State of Connecticut on an overnight basis and trips to foreign lands, the principal

will forward proposals to the Superintendent of Schools and the Board of Education for final approval.

### **Field trips to foreign lands**

1. Field trips to foreign lands are defined as any outside the geographic boundaries of the continental United States.
2. Field trips to foreign lands may be taken only by students enrolled in grades 7-8.
3. Special parental permission slips must be obtained.
4. Requests for field trips to foreign lands must be approved by the principal no later than November 1 of the school year during which the trip is contemplated. (Use appropriate request form.)
5. The principal will submit the request to the Superintendent of Schools and Board of Education for final approval.
6. There shall be a minimum of one adult chaperone for every 10 students (or portion thereof) on the trip.
7. The trip must be fully paid for by the sponsoring group or organization and/or students participating in the trip. No expenses, including insurance, may accrue to the Board of Education, without prior Board approval.
8. Every effort will be made to schedule trips to foreign lands when schools are not in session.
9. If more than one school requests a field trip to the same destination consideration should be given to coordination of all Region One school groups in an effort to secure the lowest possible travel rates.
10. School time absences, if necessitated by any means out of the control of the teacher/sponsor, should result in excused absences from school without penalty for both students and staff, when the trip has received Board approval.
11. Arrangements and responsibility for extra costs in the event a pupil should need to return home prior to the established date of return will be the responsibility of the parents and the student.

### **Non-School Sponsored Trips**

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. Teachers or other staff members planning such trips should look to community agencies or organizations outside the schools.

(cf. 5141.21 - Administration of Medications)

Adopted: January 21, 1999

Revised: May 11, 2021

NORTH CANAAN BOARD OF EDUCATION

North Canaan, Connecticut

**Field Trips**

Field trips are valuable educational activities which enhance classroom learning.

**Approval**

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 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 fund-raising activities planned, to provide for students unable to meet costs.

**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, s/he 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 and their relationship to curriculum should be submitted to the Principal by the teacher-sponsor.
2. The Principal will review the statement of purpose before approving.

## 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 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.

### 3. Transportation

- a. Ordinarily, the Principal will make travel arrangements when the regular school bus carrier is involved.
- b. When reasonable, 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. Before authorizing such transportation, assurance of adequate insurance coverage should be provided by the owners. While staff members and parents cannot be forced to be insured beyond legal limits, a minimum of \$100,000/\$300,000 is recommended when transporting students in privately owned vehicles.
- d. To ensure volunteer coverage under insurance, these volunteers should be classified as "**VOLUNTEER WORKERS.**" The Principal shall maintain an official roster of designated volunteers.
- e. If private automobiles, owned and operated by other than Board of Education employees, are used, the persons operating them shall be notified in writing of their



personal responsibility. They shall also be notified of the recommended limits of liability insurance and shall be required to submit evidence thereof.

### **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.
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.
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. Modifications may be made to the permission slip form 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;
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:

PreK-6	1 adult per 10 students
7-8	1 adult per 15 students

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 s/he 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.

#### **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 ordinarily 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, *Form 1(b)*.
2. If transportation or other details arranged by the Principal were unsatisfactory, the teacher-sponsor shall so report to the Principal for follow-up and correction for subsequent trips.
3. 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.

**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.
2. If practicable, a written or audio-visual report should be prepared by students as a class project and shared with the Principal.
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 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.

**Summary Statement.** Each Principal may, and is encouraged to, apply his/her judgment in modifying or adding to these regulations to suit the needs of specific field trips. The Superintendent shall be informed of such modification(s).

Regulation approved: May 11, 2021

NORTH CANAAN BOARD OF EDUCATION  
North Canaan, Connecticut

*North Canaan Elementary School*  
Field Trip Application

**Destination:**

**Date of Trip:**

**Time of Departure:**

**Time of Return:**

**Expenses: (Please itemize) tickets, etc. No expense**

**Costs borne by: Student \_\_\_\_\_ School \_\_\_\_\_**

**Transportation: School bus \_\_\_\_\_ Other \_\_\_\_\_**

**Other (Please explain):**

**Please list all Staff Chaperones:**

**Please list any Parent Chaperones:**

**Connection of trip to curriculum and standards of learning:**

I have notified the nurse of the proposed trip and date and will check for a medical bag and instructions regarding any student health issues. Yes \_\_\_ No \_\_\_

I have notified the kitchen manager that a class/grade of students will be out of the building and will, therefore, not require lunch. N/A Yes \_\_\_ No \_\_\_

I understand that I must collect a signed, written permission form from every parent/guardian. Yes \_\_\_

Signature of Teacher Requesting Trip: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ More information needed \_\_\_

**To be completed and verified by the trip chaperone and  
returned to the Principal upon return.**

Actual departure time:

Actual time of return:

Total time of trip (hours/minutes):

Number of students in attendance (*verified before leaving school and before leaving destination  
to return to school*):

Bus number(s):

Driver name(s):

Other important information to record:

Verified by (Signature of Chaperone):

*North Canaan Elementary School*  
Field Trip Permission Form

**Grade(s):**

**Location:**

**Date:**

**Means of Transportation:**

**Leave school:**

**Arrive back at school:**

**Additional Field Trip Information:**

**Please sign the form below and return it to your child's teacher by\_\_\_\_\_.**

Cut here.-----Cut here.----- Cut here.

**Field Trip Permission Form**

\_\_\_\_\_ has permission to travel to \_\_\_\_\_  
(Student)

on \_\_\_\_\_.

In an emergency, please contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

In the event of an emergency, I give permission for my child to receive emergency medical services.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_