

## **Instruction**

### **Field Trips**

The Marlborough School District Board of Education (Board) recognizes that field trips are an educationally sound part of the approved curriculum of the District. Field trips provide students with first-hand experiences, and are an effective and worthwhile means of learning. The Board supports field trips of significant educational value related to the total school curriculum under the current fiscal constraints and the guidelines established by the Superintendent of Schools.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, co-curricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

### **Types of Field Trips**

The District recognizes the following types of field trips:

#### **1. School Sponsored Educational Field Trips**

School sponsored educational field trips should be directly related to or be an intension of classroom learning experiences. Pre-teaching, planning and evaluation should always be part of any given field trip.

#### **2. School Sponsored Recreational Field Trips**

School groups may plan trips for recreational purposes. They are subject to final approval of the Building Principal. Participation may be limited to the members of the sponsoring organization. Such trips are offered on a voluntary basis and are designed as a social activity. Overnight recreational field trips are prohibited.

#### **3. School Sponsored Cultural/Enrichment Field Trips**

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the Building Principal (see Approval of Field Trips).

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#### **Types of Field Trips** (continued)

##### **4. Trips Unrelated to the District**

The Board of Education cannot accept responsibility for non-school sponsored trips/tours.

#### **Approvals of Field Trips**

All school sponsored field trips require administrative approval.

- For all trips within the State of Connecticut, requests must be submitted to the building administrator 30 days in advance of the departure date. Costs must be ascertained.
- All out-of-state field trips require the approval of the Building Principal 60 days in advance of the departure date.
- Principal approval of all field trips shall be conditional. Approval for any field trip may be revoked at any time by the Building Principal if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students or staff.
- Parents/guardians are responsible for obtaining trip cancellation insurance. 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.

#### **Optional Considerations:**

- In no circumstances will swimming be allowed on any school sponsored field trip. Any trips involving swimming must receive special approval from the Building Principal.
- Parents/guardians who feel their child should not participate may deny permission and arrangements will be made for the child to remain at school on the day of the trip.
- Each field trip should be evaluated by students, teachers and administration.
- Use of privately owned vehicles or leased vans to transport students to and from field trips is prohibited; exceptions could be made by the Building Principal. Determination of a bona fide emergency will be made by the field trip leader if the Principal is not present or available or not possible to contact, Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- Chaperones on school sponsored trips will be covered for liability purposes by the school district policies.
- The administration reserve the right to deny the participation for any student on any field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

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#### **Costs of Field Trips**

Students may be assessed for the cost of field trips which includes transportation, lodging, meals, and entry fees. Fund raising activities (following District policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individuals experiencing a hardship. Parents/guardians of students on the free and reduced lunch program should contact the administrator.

#### **Additional Considerations**

This policy does not apply to interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy.

The Board may require a follow up review of any field trip at a Board meeting, at the discretion of the Chairperson.

The acceptance of any gratuities, discounts and/or gifts for personal use resulting from field trips is prohibited. Any gifts, gratuities, or promotional items provided by travel companies will become the property of the District and will be used for the benefit of the trip or the school.

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. All reasonable steps are to be taken to ensure the safety of participants. Additionally, the procedures should require prior Building Principal approval of all field trips, and prior approval of the Superintendent. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised, all safety precautions are observed
- All trips contribute substantially to the educational program
- Funding is addressed in the planning of all field trips
- All safety precautions are observed

The administration reserve the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

(cf. 5141.21 – Administration of Medications)

(cf. 6153.1 – Educational Tours)

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#### **General Guidelines for School Sponsored Trips**

1. All Board policies and administrative regulations concerning students will be in effect for all approved field trips, excursions and travel experiences.
2. Each teacher shall submit a tentative schedule of planned field trips to the Building Principal as soon as possible after the school year begins. A worthwhile field trip is one which is a valuable component of the curriculum. It is an experience which benefits all of the students. Therefore, teachers must plan carefully and develop a schedule of trips for the year that are reasonable in their affordability for the entire class.
3. All school sponsored field trips require administrative approval.
  - For all trips within the State of Connecticut, requests must be submitted to the building administrator 30 days in advance of the departure date.
  - All out-of-state field trips require the approval of the Building Principal sixty (60) days in advance of the departure date.
4. Students may be asked to pay for all or part of their participation in any field trip or excursion sponsored by the school district.
5. The school staff, under the direction of the administration, will 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 judgment of the certified staff, student welfare requires it.
6. Parents must be fully informed when a student leaves school property. Destination, the purpose of the trip, the time of departure and when students will return should be included.
7. A signed parental permission must be obtained for each student going on a field trip.
8. Before any trip may be discussed with students or parents, permission for the trip must be obtained from the building administrator.
9. Teachers must carry with them emergency names and phone numbers for each student on the trip. They also should have authorization for emergency medical treatment if required and the parent or guardian cannot be reached.
10. Field trips should be planned to avoid conflict with other important scheduled activities of the school.

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#### **General Guidelines for School Sponsored Trips (continued)**

11. Field trip plans must include evaluation of the experience with follow-up classroom activities to reinforce the educational value of the trip.
12. Teachers planning field trips must notify the cafeteria manager when classes will not be eating lunch in the cafeteria. This must be done at least a week before the scheduled trip.
13. The school nurse must be given a list of students involved in a field trip at least one week prior to the trip.
14. Parent or teacher drivers or use of private cars as a means of transportation is prohibited; exceptions could be made by the Building Principal in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the field trip leader if the Principal is not present or available or not possible to contact. If students are to ride with a parent or teacher, such fact must be stated on the parent's permission slips. Staff and parents/guardians must complete the "Verification of Liability Insurance" form prior to the trip. Appropriate chaperone supervision should be provided.
15. Students must be under a chaperone's supervision at all times. Therefore, it is necessary to have an adequate number of adult chaperones. The chaperone/student ratio is predicated on the nature of the trip and the requirements imposed by the organization being visited.
16. The only students that are allowed to attend are those enrolled in the class that planned the field trip.
17. Appropriate educational experience and proper supervision shall be supplied for any student who does not participate in the field trip.
18. Students are expected to exhibit the same behavior as is expected of them at any other school function. Standards of conduct are to be established prior to leaving school. Since the trip is a school activity, usual school rules apply.
19. The Board of Education may require a follow up review of any field trip at a Board of Education meeting, at the discretion of the chairperson.

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#### Guidelines for Extended Trips

School sponsored field trips lasting more than one day fall within the scope of Board of Education responsibility. The additional risk involved in extended trips requires trip sponsors to plan in depth and take all due precautions. Since the Board wants to provide a safe, learning experience for the students and does not want teachers held liable for accidents or mishaps, a record of such planning is required.

Before trip approval, the following information must be provided:

1. The purpose of the trip and its appropriateness for the class.
2. The number of students participating and the number and names of teachers and/or parent chaperones involved.
3. The arrangements which have been made for transportation and lodging.
4. Evidence of the responsibility of the carrier including copy of the liability insurance coverage.
5. The insurance arrangements which have been made for staff and students to cover the trip.
6. Students may be assessed for the cost of field trips which includes transportation, lodging, meals, and entry fees. Fund raising activities (following Marlborough Public School District's policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individuals experiencing a hardship. Parents of students on the free and reduced lunch program should contact the administrator.
7. The arrangements that have been made within the school to cover for the teachers who are going on the trip and for those students who will be remaining in school.
8. Upon completion of the trip, the leader will file a written report with the Building Principal including all unusual incidents. The Principal will notify the Superintendent of any unusual incidents.
9. The selection of student participants will be left to the discretion of the teacher/sponsor.
10. Parents are responsible for transportation to and from the school before and after field trips.
11. Any irregularities occurring during the trip are to be reported promptly to the Building Principal.