

Field Trip Policy

The Waterbury Board of Education believes that well planned field trips are an extension of the instructional program and serve to make classroom instruction more meaningful and encourages schools to extend student learning through field trips. These planned field trips are especially enriching because our students may not otherwise have the opportunity for educational trips. In light of this premise, it is important to note that when schools plan a trip, consideration must be given to students who may not be able to afford payment for the trip. A concerted effort must be made to include all students through either fundraising payment efforts or soliciting donations. This concept should be paramount when trips are planned so that no student is excluded.

The development of such trips by its professional staff is encouraged provided it meets the criteria in items 1 through 12, as follows:

1. Each school building must establish a field trip committee to review all field trip requests to ascertain whether all of the criteria established for field trips are addressed.
2. A typed request for a field trip ("Request for Field Trip" form dated 06/15/17) along with a list of students attending, must be submitted to the Superintendent of Schools at least three (3) weeks prior to the date of the field trip for all in-state field trips and five (5) weeks for all out-of-state, out-of-country, and/or overnight field trips. Out-of-state and/or overnight field trips require approval by the Chief Academic Officer. Out-of-country field trips require Board of Education approval; therefore, the teacher making the request must be in attendance at the Board of Education Workshop when the field trip is on the agenda.
3. The field trip must be directly related to the curriculum at the particular grade level and the relationship must be stated in the purpose of the field trip, with a clear explanation for items 9 – 14 on the "Request for Field Trip" form.
4. Transportation carriers must have current Public Utilities Commission Permit to transport school children and drivers must be PUC licensed.

The Office of the Chief Financial Officer shall maintain an official listing of transportation carriers with current PUC approval.

The principal requesting the field trip permission shall have the responsibility to insure that transportation carriers are included in the Business Office approved list.

Although not encouraged, if a private vehicle is used to transport students, the staff member involved must have the City of Waterbury included on their liability insurance coverage as named insured for this specific field trip in the amount of \$100,000.00/\$300,000.00.

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5. The teacher shall accompany the class. In the event the nature of the trip requires additional supervision, said additional supervision shall be provided. There shall be one adult chaperone for every ten (10) students. At least fifty-percent (50%) of the chaperones must be someone other than a classroom teacher so as to avoid disruption to the classroom learning process. Chaperones will be vetted according to Board of Education Policy.
6. Except for an unusual film offering approved by the Superintendent, field trips to view commercial film productions shall not be approved.
7. Before submission to the Superintendent, the principal shall approve each field trip with approval by the school nurse as to students' medications and/or special accommodations.
8. Definite arrangements or reservations for field trips are contingent upon final approval. Teachers must check in advance on the status of the field trip request through their principal instead of assuming the trip has been approved.
9. The last day for all field trips for the current academic year closes upon notice from the Superintendent of Schools.
10. Written parental permission must be obtained for each pupil prior to the field trip on the approved form
11. Field trip requests (including special events, i.e. proms) involving unusual circumstances including times or days other than regular school hours and days, may require specific permission of the Superintendent and the Board of Education.
12. Final approval of all field trips will be at the discretion of the Superintendent.

Field Trip Regulations

I. CLASSIFICATION OF FIELD TRIPS

- A. A field trip which is within the state and the normal school day will be granted or denied by the Superintendent of Schools or designee.
- B. A field trip which will take students out of the country must be recommended by the Committee on Curriculum and approved by the Board of Education. The teacher requesting and out-of-country field trip must be in attendance at the Board of Education Workshop when the field trip is on the agenda. **Board of Education approval shall be obtained before any plans or arrangements are made including collecting or committing any funds.**
- C. Regardless of the destination of the field trip, if any funds are to be raised, a detailed explanation must be submitted on the request form. Additionally, if pertinent, an accounting of all expenditures and receipts for field trips must be submitted to the Office of the Superintendent of Schools within one month from the completion of the trip. If not done, further requests may be denied.

II. REQUESTS

- A. All requests for field trips must be submitted on the "Request for Field Trip" Form dated 06/15/17. The form must be typed, fully completed, and a clear explanation (items 9 - 14) on how the field trip aligns with the curriculum must be listed.
- B. Field trip requests for within the state must be submitted to the Superintendent or designee at least three (3) weeks prior to the date of the field trip.
- C. Field trip requests for out-of-state and/or overnight must be submitted to the Superintendent or designee at least five (5) weeks prior to the date of the field trip and approved by the Chief Academic Officer.
- D. Field trip requests for out-of-country must be submitted to the Superintendent or designee at least five (5) weeks prior to the date of the field trip and approved by the Chief Academic Officer. The Chief Academic Officer will then forward it to the Board of Education for their approval.

III. MEDICATION ADMINISTRATION FOR FIELD TRIPS

- A. All field trips requests must be signed off by the building nurse within the specified timelines. In addition to the nurse's approval, all names of students who require medication and/or special accommodations must be highlighted on the list of students attending.

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- B. Medications will be administered to students who participate in field trips only with a signed medication authorization by the student's physician, parent/guardian permission, and medical advisor authorization.
- C. Teachers may administer medication after completion of medication training (within one year) provided by the school nurse or the parent/guardian of the student may administer medication.
- D. In the event the teacher or parent/guardian cannot provide medication to the student, the student will not participate in the field trip unless a written communication is received from the parent/guardian indicating the student may participate in the field trip without the prescribed medication. (This procedure will apply only to situations deemed "safe" by the school nurse/medical advisor).
- E. If the parent/guardian insists on medication and attendance on field trip – the school system is obligated to develop a plan.
- F. **Day Trip:** Following notification to the school nurse of anticipated field trip, the students receiving medication during school hours will be identified by the school nurse who will confer with the classroom teacher to arrange for "pick-up" of necessary medication(s) and to formalize the administration procedure.
- G. **Extended Trip:** The above procedure with the exception of required "trip pack" preparation by a licensed pharmacist. (The school nurse can only provide a one day supply.)