

## Instruction

### ADMINISTRATIVE REGULATIONS ON FIELD TRIPS

6153AR

#### Field Trips During School Time

The Board of Education Policy on school trips will be administered initially at the individual building level.

- The teacher shall review the educational value of the school trip with the principal or housemaster whose approval must be given prior to making the final arrangements for the school trip. At the high school level, the headmaster's approval is necessary as well.
- A *Field Trip Approval Form* must be completed and sent to the Office of the Deputy Superintendent two (2) weeks prior to the date of the scheduled school trip. Failure to comply with this regulation may result in the cancellation of the school trip.
- Parent or guardian permission is required for all school trips. Permission shall be based upon teacher-provided information including:
  - the purpose of the school trip and its relationship to the curriculum (if the trip is to view a motion picture, the picture's rating shall be stated);
  - the destination;
  - arrangements for transportation;
  - date and time of departure;
  - estimated time of return;
  - a detailed itinerary;
  - reason for extension beyond the school day (if any); and
  - approximate cost of trip.
- Cost of School Trips
  - Students can be asked to pay a pro rata share of costs for transportation, admission fees, etc., except for trips that are designated as part of the curriculum (e.g., Mill River).
  - School or other funds are available through the building principals for families requesting assistance with expenses.
- School trips in airplanes other than those operating on regularly scheduled commercial flights are expressly prohibited, except for prior approval by the Superintendent of Schools or designee.

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**ADMINISTRATIVE REGULATIONS ON FIELD TRIPS**  
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**Field Trips During School Time** (continued)

- One (1) or more adults in addition to the teacher will accompany each class on school trips unless otherwise approved by the principal. Teacher responsibilities include the following:
  - assuring sufficient chaperones to implement a chaperone / student ratio appropriate to the field trip experience;
  - informing other chaperones of their duties and responsibilities;
  - preparing the students thoroughly for the experience;
  - reviewing the standards of conduct with the students in advance of the school trip;
  - having primary responsibility for the conduct of students;
  - excluding from a school trip students who have not shown evidence of self-control, respect for authority, or who may be a danger to themselves or others;
  - arranging an appropriate educational experience and supervision of students not participating in school trip;
  - seeing student safety as the primary responsibility on all school trips;
  - arranging for a buddy system to assure constant awareness of each student's whereabouts, needs, and participation; and
  - notifying the principal or housemaster as soon as possible and the parent or guardian should an emergency occur.
- Transportation
  - Arrangements for buses should be made through the Transportation Office at least two (2) weeks prior to the trip.
  - School trip approval forms are available in each school office.
- Students
  - Students are not permitted to leave the school group during the trip unless prior written permission from a parent or guardian is received (CREF 3640AR).
  - For students returning to school from a trip after school hours, the teacher or principal is to make arrangements for their safe departure home.
  - Should students be delayed, the teacher must notify the building administrator or designee.
  - The teacher must be aware of any special medical problems of students going on a school trip.

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**Field Trips During School Time** (continued)

- The school nurse shall be notified of each field trip at the time of the initial request and will provide information regarding needs and specific health issues.
- Students (continued)
  - Only students from the Fairfield Public Schools are to participate in school trips.
  - All school rules apply during school trips.
- Specialized School Trips Sponsored by the School
  - In the case of specialized school trips such as canoe trips, white-water trips, bicycling, camping / hiking trips, and ski trips, the teacher responsible for the trip must submit in writing the assurance of the sponsoring agency providing certified life guards and/or personnel certified in first aid.
  - The written assurance provided by the sponsoring agency must be attached to the *Field Trip Approval Form* submitted to the Deputy Superintendent.

**Non-School Time Field Trips**

School trips scheduled on non-school time are permissible providing they relate to the curriculum and/or an extra-curricular activity sponsored by the school system. The *Non-School Time Field Trip Approval Form* is to be used for this kind of school trip.

**Private Trips**

The Board of Education acknowledges that groups may want to organize special ventures. Such trips will be considered as private and may not use the school name, school resources (daily bulletins, classroom time, school stationery, the public address system, telephones, etc.) school materials, supplies, nor office equipment in carrying out recruitment or planning.

However, as with other appropriate non-school ventures, individuals or groups initiating such trips may use school bulletin boards or purchase ads in the school newspaper provided such publicity clearly states that the activity is not school-sponsored.

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### **ADMINISTRATIVE REGULATIONS ON FIELD TRIPS**

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#### **Foreign Study School Trips**

Foreign study school trips provide experiences for the student, which cannot be duplicated in the classroom.

- All foreign study school trips during or outside of school time must be related to the curriculum of the Fairfield Public Schools.
- All foreign study school trips must be approved by the school system.
- Only students enrolled in the Fairfield Public Schools are permitted to participate in a foreign study school trip.
- Prior to any definite planning such as recruiting students, notification to the parent or guardian, or contract with any travel agency, the teacher responsible must adhere to the following:
  - A written proposal must be submitted to the building principal describing the purpose of the trip abroad and how it relates to the curriculum.
  - The proposal must be discussed with the building principal by the teacher responsible.
  - Upon the approval of the building principal, the proposal must then be submitted to the Deputy Superintendent with final approval by the Superintendent of Schools.
  - In submitting the written description of the proposal, the teacher must also complete the form entitled *Preliminary Information: Foreign Study School Trip* and send it to the Office of Instruction.
  - Any staff member contemplating a school trip abroad must make known that intention in September of the school year in which the school trip takes place and adhere to the above-mentioned regulations.

#### **Subsequent to Preliminary Approval**

- The teacher is to notify the parent or guardian of students in writing of the intention of the school trip abroad. The written notification is to include a description of the school trip, the itinerary, its relation to the curriculum, and the cost per student.
- Attached to the letter of intent to the parent or guardian is a form to be returned to the teacher responsible indicating preliminary approval by the parent or guardian.
- The above must be completed prior to any definite plans with respect to the school trip abroad.
- Students are notified at the same time as the parent or guardian.

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### **ADMINISTRATIVE REGULATIONS ON FIELD TRIPS** (continued)

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#### **Foreign Study School Trips (continued)**

##### **Finalizing Plans - Travel Agencies**

- A bidding process should be used with bid invitations to travel agencies.
- The Business Office of the Fairfield Public Schools is available to assist in the bidding process.
- Wherever possible, travel agencies doing business in Fairfield should be contracted to handle all the travel arrangements.

##### **General Information**

- An orientation meeting is to be held with the parent or guardian of students involved providing the following information:
  - purpose of trip;
  - itinerary;
  - hotel accommodations;
  - travel agency;
  - departure and return times;
  - cost;
  - school regulations and Board policy with respect to behavior; and
  - insurances.
- All foreign study school trips are to be adequately chaperoned; assuring sufficient chaperones to implement a chaperone / student ratio appropriate to the field trip experience.
- Orientation meetings will be held with the students to provide the following information:
  - proper standards of conduct in the host country;
  - the history and cultural background of countries / cities and areas on the itinerary;
  - vocabulary / expressions useful in travel in the host country;
  - rules / regulations with respect to passports, visas, baggage, customs, and health regulations;
  - knowledge / exchange of foreign currency;
  - available means of transportation in the foreign country;
  - suggested packing list; and
  - appropriate behavior.

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**ADMINISTRATIVE REGULATIONS ON FIELD TRIPS**  
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**Foreign Study School Trips** (continued)

**General Information** (continued)

- Salary of the teacher / chaperone will continue to be paid by the district on regularly scheduled school days of the trip. Expenses will be paid by the school district and/or the approved sponsoring organization.
- In an emergency situation, the teacher is responsible for seeking immediate assistance, according to need.
- The teacher must have a list of parents or guardian's telephone numbers and relevant student medical information, including any prescription medicines or allergies.
- The buddy system for students and chaperones will be in effect during the entire trip.
- Students are not permitted to leave the school group during the trip unless prior written permission from a parent or guardian is received (CREF 3640AR).
- The teacher planning the trip is responsible for the continuation of the regular instructional program by planning with the immediate supervisor.
- The *Non-School Time Field Trip Approval Form* is to be submitted to the Office of Instruction for final approval by the Superintendent of Schools or designee.

8/27/2004



**Fairfield Public Schools**  
**FIELD TRIP APPROVAL FORM**  
**(MUST BE FILED 2 WEEKS IN ADVANCE OF TRIP)**

Revised 8/26/2013

Complete form, obtaining both the curriculum leader's recommendation (Grades 6-12) and building administrator's approval, and then forward to the Office of Instruction.

Name \_\_\_\_\_ Date Filed \_\_\_\_\_ Date(s) of Trip \_\_\_\_\_

Building \_\_\_\_\_ Grade \_\_\_\_\_ Course/Subject \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_ Cell Phone Contact: \_\_\_\_\_

Have religious holidays been avoided?  Yes  No Have medical issues been addressed?  Yes  No

Destination, phone and address \_\_\_\_\_

Educational Objectives \_\_\_\_\_

Pre-trip Activities \_\_\_\_\_

Post-trip Activities \_\_\_\_\_

Provisions for students who do not participate in the field trip \_\_\_\_\_

Staff Member(s) Responsible for Organizing School Trip \_\_\_\_\_

Staff Member(s) Accompanying Students on Trip \_\_\_\_\_

Total Number of Students \_\_\_\_\_ Total Number of Chaperones \_\_\_\_\_

Is a substitute required? \_\_\_\_\_ How many days? \_\_\_\_\_

Estimated Cost of Trip \_\_\_\_\_ Student Cost, if any \_\_\_\_\_

How will the trip be funded? \_\_\_\_\_

**SCHOOL LUNCH TO BE PROVIDED (Check One):**     Regular Hot Lunch     No School Lunch  
 Earlier Hot Lunch     Later Hot Lunch     Bag Lunch from Home     Bag Lunch from Café

**TRANSPORTATION**

**Approximate Transportation Cost \$** \_\_\_\_\_

Are you requesting Bus Transportation be arranged by the Transportation Office?     YES     NO

**Time Bus Arrives for Boarding:** \_\_\_\_\_ **Time Bus Departs Destination:** \_\_\_\_\_

School Bus: \_\_\_\_\_ Mini-Bus: \_\_\_\_\_ Wheel Chair Bus: \_\_\_\_\_ Coach Bus: \_\_\_\_\_ Other (Be Specific) \_\_\_\_\_

CONTACT THE TRANSPORTATION OFFICE (255-8477) FOR COST OF THE FIELD TRIP

**Recommendation:** Curriculum Leader (Grades 6-12)     Yes     No \_\_\_\_\_

**Authorization:** Building Administrator: \_\_\_\_\_ Deputy Superintendent: \_\_\_\_\_

Copies will be forwarded from the Office of Instruction    Revised 9/05



# FAIRFIELD PUBLIC SCHOOLS

## NON-SCHOOL TIME FIELD TRIP APPROVAL FORM

**Instructions:** This form is to be completed for all *field trips* taken after school hours, on weekends, or on days when schools are not in session and filed 2 weeks or more in advance of field trip. Please complete and **forward, with three copies**, through the building principal (who must approve the trip) to the Deputy Superintendent.

Person responsible \_\_\_\_\_ Date filed \_\_\_\_\_

Building \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of field trip \_\_\_\_\_

Names of other personnel (teachers/parents) as chaperones: \_\_\_\_\_

Date of field trip \_\_\_\_\_ Number of Students \_\_\_\_\_

Departure time \_\_\_\_\_ Return time \_\_\_\_\_

Estimated cost and funding \_\_\_\_\_

Cost to student, if any \_\_\_\_\_

Means of transportation (check)  Bus company name \_\_\_\_\_

Staff member's car \_\_\_\_\_

Other \_\_\_\_\_

Emergency telephone number where you can be reached on the field trip \_\_\_\_\_

Plans for meals \_\_\_\_\_

### **Authorization:**

• Building Administrator \_\_\_\_\_

• Deputy Superintendent \_\_\_\_\_

• Superintendent \_\_\_\_\_

Upon approval, copies are sent to:

• Originator

• Transportation

• Deputy Superintendent

• School Nurse





# PRELIMINARY INFORMATION: FOREIGN STUDY SCHOOL TRIP

TO BE SUBMITTED TO THE OFFICE OF INSTRUCTION IN SEPTEMBER

Name of teacher proposing school trip \_\_\_\_\_

School \_\_\_\_\_

Destination \_\_\_\_\_

Dates of school trip \_\_\_\_\_

Number of students involved \_\_\_\_\_

Chaperone/Student ratio \_\_\_\_\_

Accommodations \_\_\_\_\_

Cost for each student \_\_\_\_\_ Cost to teacher \_\_\_\_\_

Insurance - Medical: Do students purchase? \_\_\_\_\_

Insurance - Liability: Does the travel agency provide it? \_\_\_\_\_

Purpose of study trip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other adults involved \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Orientation date \_\_\_\_\_

What must students provide on their own? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Preliminary Approval:**

\_\_\_\_\_

Deputy Superintendent

