

DANBURY PUBLIC SCHOOLS

Danbury, Connecticut

POLICY

FIELD TRIPS

Adopted: 1/24/01

Revised: 5/2016

Policy No. 8-160*

Page 1 of 1

The Board of Education recognizes that an appropriate field trip can be a means of stimulating student interest and inquiry. It can provide opportunities for enriching social and intellectual growth through a natural extension of the classroom into the community. To the extent that a field trip provides a means of accomplishing a general curriculum objective, it may be authorized by the building Principal.

To achieve sound teaching and learning outcomes, a field trip requires thoughtful selection, careful advanced preparation and well organized educational activities for students to assimilate the experience during and at the conclusion of the trip. To this end, a teacher and Principal will consider these factors:

- a. The field trip is a related learning experience for a specific area of the instructional program;
- b. The opportunity to participate in a field trip shall be available to all students in a particular class or program. Students participating in a field trip will not be penalized for being absent from other classes or programs for their participation in the field trip. Students going on a field trip are responsible for all work or tests missed during their absence;
- c. The use of school time for field trips for any class should be minimized;
- d. The activity is suitable for the age level of the class;
- e. The distance and transportation requirements are reasonable;
- f. There may be times when a school's education goals may be served by field trips which are recreational in nature; such trips must conform to State mandates regarding the minimum length of the instructional day, or be held outside of school hours;
- g. Provisions must be made to enable all students to participate in field trips when there are individual financial costs. Sufficient time for planning for participation in field trips and raising funds should be available.

Teachers and other district personnel are expected to follow administrative procedures for the approval of field trips. A teacher who organizes an event with one or more students without following the appropriate approval procedures is acting outside the scope of their employment and is solely responsible for any related liability.

Authorization for Northern/Mid-Atlantic regional field trips will be the responsibility of the school Principal. All others, including trips leaving the mainland, will require approval at the Superintendent's level. Consultation between teachers and Principals will be completed before approval is granted.

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p align="center"><i>FIELD TRIPS</i></p>	<p>Reviewed: 1/25/08 Revised: 10/2016</p>	<p>Policy No. 8-160 Page</p>
<p><u>Planning</u> Planning and conducting a field trip will comply with these regulations:</p> <ul style="list-style-type: none"> - the field trip will be a learning experience linked to a classroom instructional unit. - The time away from school and the loss of required instructional experiences in other program areas will be designed to minimize the impact upon the participating students and remaining students. - All students enrolled in the course or class will be eligible and encouraged to participate in the field trip. Denial of a field trip privilege will follow the due process procedures under the discipline code. - Field trip costs will be reasonable for the activity. - Adults and students may share in the various fund-raising costs associate with transportation, admission fees, etc. - Adults and staff assisting on the field trip will not experience personal financial gain. - A source of supplemental funds necessary to assist students who may experience financial hardship shall be identified by the principal and teacher before approval is granted. Parents will be notified of procedure to apply for financial assistance through field trip announcements. - Field trips which requires multiple days must correspond to time when our schools are not in session. - Supervision – the classroom or student group will have the assigned teacher present on the trip. Additional chaperones will accompany the field trip group in order to achieve an overall ratio of students to each adult present on the field trip. This ratio will have a degree of flexibility depending upon the chaperone group, as well as the age of the group and the location of the field trip. Recommended ratios: Adults 9-10 students to each adult Teachers: 10-12 students to each teacher <p><u>Criteria for Financial Subsidy from the Board of Education</u> The teacher sponsor will submit an early declaration of intent to apply for a subsidy. The intent to apply will describe how the field trip will be linked to a result of:</p> <ul style="list-style-type: none"> - a special invitation - a special competitive event - an extraordinary achievement/accomplishment - an outstanding recognition award 		

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<p>The application will identify the total amount of the subsidy in relation to the overall cost for the trip, as well as the individual student/family cost. This subsidy will identify the total amount in relation to the size of the group. The application will be submitted and approved before any special fund-raising is conducted by students/parents or support groups.</p> <p><u>Notification</u> After the principal authorizes the field trip, complete information will be prepared and distributed to the parents and students describing this activity. If the field trip requires approval by the Superintendent of Schools, the notification will be delayed until approvals from these levels are secured. All requests for approval by the Superintendent will require review and recommendations from the Deputy Superintendent.</p> <p>This information should include: purpose of the trip cost of the trip, departure and return time; type of transportation; food needs or meal plans; location and nature of activities at the site; source of funding for students with financial need; activities for students who do not participate; needs for adult/staff assistance to supervise the student group; telephone contacts for emergencies or delays in returning home; standards for student behavior and disciplinary procedures; as well as any unique liability conditions including trip cancellation provisions and fee forfeiture .</p> <p>Parental permission slips will be on file before the group leaves the building. This form will contain parental consent, special medical needs and treatment contingency plans for individual students, and emergency contact persons and telephone numbers.</p> <p><u>Discipline</u> Whenever a student’s behavior becomes a basis to deny field trip privileges while at the location of the field trip, these procedures will be followed:</p> <ul style="list-style-type: none"> - Parents will be contacted by telephone to discuss the nature of the incident and the need for student to be isolated for the balance of the field trip or to return home. - If transportation is not feasible or available, the student will remain with the group, but can be isolated with close supervision. - If the parent is unable or unwilling to arrange for transportation, the teacher in charge of the trip will: <ol style="list-style-type: none"> 1. arrange to secure available private transportation for the student to return home; 		

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<p>2. reconfirm by telephone with the parent(s) the plan for transporting the student with expected departure and arrival times, as well as location;</p> <p>3. personally supervise the transportation of the student to the departure location of the designated transportation source.</p> <p>When the teacher in charge of the field trip returns to school, arrangements will be made to:</p> <p>1. prepare a written report for the school principal to consider for administrative disciplinary action under the student discipline code and the Board of Education policies</p> <p>2. submit receipts for cash used from a small petty cash field trip allocation provided for the trip. Parental reimbursement of these expenses to the petty cash field trip account will be pursued by the building principal</p> <p>3. submit recommendations, if appropriate, for changes in the field trip practices, procedures and regulations.</p> <p>Attachments (required for trips leaving the mainland):</p> <p>(1) Student Trip Summary Form</p> <p>(2) Tour Company Application</p> <p>(3) CIRMA International Insurance Program Application</p>		

STUDENT TRIP SUMMARY FORM
(Revised October 2016)

DESTINATION:	
PURPOSE:	STUDENT ELIGIBILITY:
DEPARTURE DATE: RETURN DATE: NUMBER OF SCHOOL DAYS MISSED:	COSTS: SOURCE OF FUNDING:
IF, FUND RAISER, PLEASE EXPLAIN:	SOURCE OF FUNDING FOR STUDENTS WITH FINANCIAL NEEDS (Parents will be notified of procedure to apply for financial assistance through field trip announcement):
METHODS OF TRANSPORTATION:	TRIP CANCELLATION PROVISIONS AND FEE FORFEITURE PROCEDURES (see attached) <ul style="list-style-type: none"> • No fault insurance required for all trips \$500 and over. • Recommend payment by credit card for added insurance.
ITINERARY:	
SUPERVISOR/CHAPERONES:	
MAXIMUM # OF STUDENTS:	# STUDENTS PER CHAPERONE: <i>Board Policy – 1 Adult to 8-10 students 1 Teacher to 10-12 students</i>

Principal's Signature

Trip Supervisor

Deputy Superintendent's Signature

Superintendent's Signature

--over--

DANBURY PUBLIC SCHOOLS
63 Beaver Brook Road
Danbury, CT 06810

TOUR COMPANY APPLICATION

COMPANY NAME: _____

FEDERAL ID #: _____ CT STATE LICENSE #: _____

DUNS #: _____

DATE BUSINESS WAS ESTABLISHED: _____

AGENT: _____

TOUR GUIDE FOR DANBURY TRIP: _____

DEPARTURE DATE: _____ RETURN DATE: _____

DESTINATION: _____

AIRLINE: _____

BUS COMPANY: _____

PLEASE ATTACH COPIES OF THE FOLLOWING DOCUMENTS:

- _____ ITINERARY
- _____ CRISIS RESPONSE/CONTINGENCY PROCEDURES
- _____ GENERAL LIABILITY INSURANCE
- _____ PROFESSIONAL INSURANCE
- _____ NO FAULT TRIP INSURANCE
- _____ PARENT COMMUNICATIONS
- _____ COST OF TRIP
- _____ POLICY FOR CANCELLATION BY PARENT/GUARDIAN
- _____ POLICY FOR CANCELLATION BY TOUR COMPANY

Please return the completed form and required documents to: glassw@danbury.k12.ct.us
William Glass, Ed.D., Deputy Superintendent
63 Beaver Brook Road, Danbury, CT 06810



**CONNECTICUT
INTERLOCAL
RISK
MANAGEMENT
AGENCY**

900 Chapel Street, 9th Floor
New Haven, Connecticut 06510-2807
Telephone: 203-946-3700 | Fax: 203-773-6971
www.cirma.org

CIRMA International Insurance Program Application

Name of Entity: _____

Address of Entity: _____

Contact name at Entity: _____

Phone: _____ Fax _____ E-Mail _____

Agent: _____ Phone: _____ E-Mail _____

Do you have any permanent locations/operations or employees overseas? Yes ___ No ___

Have there been any prior claims resulting from overseas accidents or injuries? Yes ___ No ___

If there have been prior claims, please provide a brief description _____

Complete the section below for each planned trip:

Trip 1 Details:

Departure date _____ Return date _____

Purpose (i.e. school trip, tour, sabbatical, trade mission, cultural exchange, etc.)

Destination (city & country) _____

Number of employee participants _____ Number of other participants _____

Trip 2 Details:

Departure date _____ Return date _____

Purpose (i.e. educational, tour, mission, construction, etc.)

Destination (city & country) _____

Number of employee participants _____ Number of other participants _____

Trip 3 Details:

Departure date _____ Return date _____

Purpose (i.e. educational, tour, mission, construction, etc.)

Destination (city & country) _____

Number of employee participants _____ Number of other participants _____

AIG Assist Services include but not limited to:

- **Medical Assistance:** referral to English speaking doctors, advance payment of medical expenses, guarantee of hospitalization fee, medical evaluation, medical case monitoring and medical records and medication shipment;
- **Pre-Trip Personal Assistance:** passport and visa requirements, political/environmental warning information, currency information and ATM locations, information regarding global weather, emergency message transmissions, and telephone translations;
- **In Route Services:** lost/stolen luggage and personal effects assistance, lost/stolen travel documents/tickets assistance; emergency cash transfer, trip interruption assistance, and insurance/claims coordination;
- **Legal Assistance:** referral to local attorney.

The availability of services is subject to the terms and conditions of the policy to the insured organization.

Notice: This application is for the purpose of obtaining a quotation and does not bind the applicant or the Company to complete the insurance. The Undersigned declares that to the best of his/her knowledge, the statements set forth herein are true and that no other material information has been withheld. The undersigned also agrees that the existence of any policy that may be issued will not be disclosed to the host government. This form shall be the basis of insurance should a policy be issued. If the information supplied herein changes between the date completed and the effective date of the insurance, the undersigned shall notify the Company of the changes and the company reserves the right to modify or withdraw any offer for insurance.

Fraud Warning: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or, conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime and may subject such person to criminal and civil penalties.

Insured Signature & Date _____