

Instruction

Field Trips

The Board of Education recognizes the educational value of field trips, tours and excursions, when an adjunct to an approved program and designed to attain specific program objectives. To the extent that budgetary resources permit, the Board encourages and sanctions student trips and other out-of-district school activities, including participation in community civic projects and international travel which are of value in helping achieve each participating student's educational objectives.

All field trips require administrative approval. Requests for overnight trips must be approved by the Superintendent or designee, with attention paid to the specific instructional objectives and the overall educational value of the trip. Requests for trips beyond a 300 mile radius for more than 3 days, and all foreign travel, must be approved by the Board. The written consent of the parent of guardian of each student participating in field trips, excursions or travel is required. All Board policies and administrative regulations concerning students will be in effect for all approved field trips, excursions and travel experiences.

Students may be asked to pay for all or part of their participation in any field trip or excursion sponsored by the school district. In no case will a student be excluded from participating in an educational trip which is part of the curriculum because of his/her inability to pay.

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 student's participation when in the judgment of the certified staff student welfare requires it.

As a supplement to a particular course of instruction, staff members may conduct educational tours, within or without the school district, the State of Connecticut or the United States, for the students or employees, or both, of any school in the district. No student or employee may participate in such a tour unless s/he has an accident and health insurance coverage protecting against bodily injury, disability or death while participating in the tour. Each student participating in the tour must provide an Emergency Treatment waiver signed by the parent/guardian to include emergency phone numbers and hospital insurance policy number and/or other data deemed necessary to implement this policy. School funds may not be used for any expenditures incurred on such a tour.

Instruction

School-Sponsored Field Trips

1. Guidelines for School Sponsored Trips

A. Field Trips

1. All field trips must be approved by the building Principal.
2. In general, field trips should be limited to an interval not to exceed the length of a school day; travel time should not exceed time on site.
3. Within the limits of budgetary provisions, the Board of Education will pay the required student fee. When full funding is not available, donations may be accepted and no student will be denied the opportunity to participate.
4. All proposed field trips must have provisions for including students with disabilities or medical conditions. No student can be denied access to an educational opportunity; trips must be planned in accordance with state and federal equal access laws.
5. Field trips may be conducted provided there is one (1) teacher chaperon for the first fifteen (15) students and one (1) chaperon for each additional fifteen (15) students or part thereof.

B. Extracurricular Trips

1. Approvals:

- a. **Building Principal** - all extra-curricular trips
 - b. **Building Principal and Superintendent of Schools** - all trips out-of-state and/or overnight
 - c. **Building Principal, Superintendent of Schools and Board of Education** - all trips beyond six hundred (600) miles and/or involving air travel
2. All fund raising activities conducted to help finance such extracurricular trips must be in accordance with Board of Education policy for fund raising and must be approved by the site administrator and the Superintendent. (cf. 1325 and 1325a,b.)
 3. Overnight trips may be conducted provided there is one (1) teacher chaperon for the first ten (10) students, and one (1) chaperon for each additional ten (10) students or part thereof.

Instruction

School-Sponsored Field Trips (continued)

Guidelines for School Sponsored Trips (continued)

C. Trips/Exchanges

1. Approvals:

- a. Building Principal, Superintendent of Schools and Board of Education - trips beyond six hundred (600) miles; and/or international trips; and/or such trips/exchanges involving school time.
2. All requests for trips outside the United States must be submitted to the building Principal, Superintendent of Schools, and the Board of Education **at least four school months** prior to the planned departure.
3. All costs must be borne by the participating students. Students are encouraged to obtain trip cancellation insurance. The school system will not provide funding for such trips.
4. Trips may be conducted provided there is one (1) chaperon for every ten (10) students. Additional chaperons must be provided for every additional ten (10) students or portion thereof.
5. Teachers are encouraged to consider using host families and visit schools when planning international trips.
6. All contracts must be approved by the Superintendent of Schools and the Board of Education.
7. The teacher in charge of the proposed trip must register all international trips at the appropriate embassy or nearest consulate.
8. Chaperons may **not** be representatives of a travel agency or other profit-making enterprise.

Instruction**School-Sponsored Field Trips (continued)****Guidelines for School Sponsored Trips (continued)****D. General Guidelines for All Trips**

1. Approval for all trips must be made on the approved school trip request form.
2. All trips must be under the sponsorship and supervision of a teacher or administrator.
3. Trips involving overnight stays must be planned and approved by the Superintendent of Schools **at least three (3) months** in advance of the proposed trips. No announcement is to be made to any student before approval for the trip is given.
4. A parent permission form-School Sponsored Trip (6153a-4) must be on file for every participant.
 - a. Blanket permission may be obtained for such activities as athletic trips, vocational, classroom trips, etc.
 - b. In individual cases where a student fails to submit a permission form, the principal may phone a parent/guardian to obtain permission.
5. Extracurricular and trips/exchanges should be scheduled, whenever possible, to coincide with vacation and holidays so as not to interfere with the regular school program.
6. All accident and injuries must be reported in accordance with established guidelines.
7. The Board of Education or the Superintendent of Schools reserves the right to cancel a trip for any reason whatsoever.

HAMDEN BOARD OF EDUCATION
SCHOOL SPONSORED TRIP REQUEST

Name of Staff Member _____
Requesting Permission _____ Date _____

School _____ Grade _____ Subject _____

1. **TYPE OF TRIP:** Check appropriate area(s)

_____ Field Trip: In-state _____ Trips/Exchanges _____ Extracurricular
_____ Field Trip: Out-of-state _____ Overnight _____ International

2. **TRIP INFORMATION:**

a. Date(s) of Trip _____

b. Location _____

c. Transportation _____ Bus _____ Train _____ Airplane

Name of Carrier _____

Cost of Transportation _____ Bill to: _____

OR amount of check (attached) _____

d. Departure/arrival information

Time of departure from school _____ Time of departure from destination _____

Time of arrival at destination _____ Time of return to school _____

e. Number of students _____ f. Number of chaperons _____

_____ **Field Trip:** (1 teacher plus 1 additional person for every 15 students or part thereof)

_____ **Extracurricular:** (1 teacher plus 1 additional person for every 10 students or part thereof)

_____ **Trips/Exchanges:** (1 teacher plus 1 additional person for every 10 students or part thereof)

g. Names of teachers and chaperons _____

3. **Fill in all that apply:**

a. Total cost per student: _____

b. Lodging: _____ Cost: _____

c. Provision for meals: _____ Where will you eat lunch? _____

d. Emergency telephone contact at destination: _____

e. Special medical requirements: _____

f. Passport needs: _____

g. Estimate of additional expenses: _____

h. Source of funds: _____

HAMDEN BOARD OF EDUCATION
SCHOOL SPONSORED TRIP REQUEST

4. Purpose of Trip. Connection to curriculum: _____

5. Describe classroom follow-up to trip: _____

Please check where the following items may be found. Check all appropriate areas. (Out-of-state field trips and exchange programs must attach copies of items listed below.)

Complete list of students, telephone numbers and parent/guardian names:

_____ on file at school _____ teacher will take on trip _____ attached

Complete itinerary:

_____ on file at school _____ teacher will take on trip _____ attached

Advance written notice to parents:

_____ on file at school _____ teacher will take on trip _____ attached

Parent permission forms and medical checklist forms:

_____ on file at school _____ teacher will take on trip _____ attached

Copy of contracts:

_____ on file at school _____ teacher will take on trip _____ attached

Director: _____ Date: _____ Approved _____ Denied

Principal: _____ Date: _____ Approved _____ Denied

Superintendent or Designee:

_____ Date: _____ Approved _____ Denied

HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut

PERMISSION FORM - DAY TRIPS

School: _____ Date: _____
Destination: _____ Location: _____
Departure: _____ Return: _____
Date of Trip: _____ Teacher: _____
Grade/Subject: _____

I hereby give my son/daughter _____ permission to participate in the _____ trip to the destination indicated above during the dates as noted. I fully understand this trip has been approved by the proper school officials and that my son/daughter shall abide by the rules and regulations as set forth by the school administration relative to this trip.

Should an emergency arise, I hereby give the supervisors in charge the permission to arrange for immediate treatment. Parents will be notified immediately.

Information for Emergency Use:

Student Name: _____ Grade: _____ DOB: _____

Parent/Guardian Name: _____

Home Address: _____

Telephone (Home): _____

(Business): _____

(Business): _____

Is your child on Medication? _____

Does your child have to take medication on this trip? _____ (Attach permission slip)

Emergency Contact Name & Number: _____

Parent/Guardian Signature: _____

HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut

SCHOOL BUS APPLICATION EDUCATION TRIPS

SUBMIT IN TRIPLICATE

Application Date _____

School _____ Department _____

Grade(s) _____ Teachers _____

Destination _____

Street # _____ Street _____

Town _____ State _____

Date of Trip _____ Day of Week _____

Departure Time _____ Due Back Time _____

of Students _____ # of Adults _____

Charge to (Check appropriate Payee)

Board of Education Budget:

_____ Elementary Field Trip

_____ Art Field Trip

_____ Vo-Ed Field Trip

_____ Independent Study (Elementary)

_____ Independent Study (Secondary)

_____ Social Work Field Trip

_____ Secondary Field Trip

_____ Music Field Trip

_____ Special Ed Field Trip

_____ Counseling Field Trip

Other (Specify) _____

(Check for non-budget trips should be made payable to the transportation company and sent to central office)

Principal's Signature _____

Approved _____ Date _____

FOR OFFICE USE ONLY:

Bus Company notified _____

Name of Bus Company _____

Type of Bus _____

Size Bus _____

Cost _____

HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut

TEACHER/CHAPERONE LIST

1. Staff Member Requesting Trip _____
2. Location of Trip _____ Date(s) of Trip _____

STAFF		
NAME	EMERGENCY CONTACT PERSON	TELEPHONE NUMBER

[illegible]

HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut

STUDENT LIST

1. Staff Member Requesting Trip _____
2. Location of Trip _____ Date(s) of Trip _____

NAME OF STUDENT	PARENT/GUARDIAN	TELEPHONE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut

PERMISSION FORM - DAY TRIPS

School: _____

Destination: _____

Date: _____

Date of Trip: _____

Departure: _____

Return: _____

Teacher: _____

Homeroom: _____

I hereby give my son/daughter _____ permission to participate in the _____ trip to the destination indicated above during the dates as noted. I fully understand this trip has been approved by the proper school officials and that my son/daughter shall abide by the rules and regulations as set forth by the school administration relative to this trip.

Should an emergency arise, I hereby give the supervisors in charge the permission to arrange for immediate treatment. Parents will be notified immediately.

Information for Emergency Use:

Is your child on Medication? _____

Does your child have to take medication on this trip? _____ (Attach permission slip)

Parent/Guardian Name: _____

Home Address: _____

Telephone (Home): _____

(Business): _____

(Business): _____

Emergency Contact Name & Number: _____

Student Name: _____ Grade: _____ DOB: _____

Parent/Guardian Signature: _____