

Field Trips**I. EDUCATIONAL FIELD TRIPS**

Educational field trips are approved, planned educational activities that involve students in learning experiences difficult to duplicate in a classroom situation. The main criterion governing the acceptance of a proposed educational field trip activity is that it should be a valuable learning experience relating directly to the instructional program of the participating class or group. Likewise, the feasibility of lost instructional time in other areas must be weighed against the trip itself.

- A. Planning:** All field trips being planned must follow the four step planning process. (See attached)
- B. Funding:** When school funds are not available, parents/students will be allowed to contribute funds for expenses of the trip. Provisions will be made for those students whose parents are unable to make contributions for educational trips.
- C. Approval:** Teachers must obtain the principal's approval for each educational field trip at least eight weeks prior to the actual date of the trip. Exceptions to this requirement may occur after discussion with the principal. Teachers should receive permission for the proposed field trip from the principal before bringing the trip to the attention of parents and students.
- D. Permission slips** shall be signed for each specific trip by a parent or guardian and shall be returned to the school before a student will be allowed to go on the field trip. If permission is not obtained, or is refused, arrangements will be made for the student to remain in school.

In addition, all parents or guardians must specify what, if any, physical and/or medical limitation or condition could hinder the student's access to the trip or could potentially arise during the trip.

- E. The use of private automobiles** for field trips is strongly discouraged. It is recognized that on certain occasions, private cars must be used. However, students may not drive vehicles on field trips. All transporters, school employees and parents alike, must have a minimum of one hundred thousand - three hundred thousand dollars (\$100,000 - \$300,000) liability insurance. A certificate of insurance coverage must be presented to the building principal and submitted to the district's business manager.
- F. Limitations:** Educational field trips shall be limited to within a seventy-five mile radius of Wallingford for elementary and middle school students and to within a one hundred fifty mile radius of Wallingford for high school students. Educational field trips will be limited to one day. Exceptions to this rule may be granted by the superintendent.
- G. Mode of Transportation:** Students and staff who go on field trips must travel to and from the field trip destination by the same mode of transportation. Exceptions may be approved by the building principal only.

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**I. EDUCATIONAL FIELD TRIPS (continued)**

- H. Teacher in Charge:** One teacher shall be designated by the principal as being in charge on each field trip. Volunteer chaperones and other teachers shall report any problems to the teacher in charge.
- I. The Ratio of Chaperones to Students** shall be one chaperone to every six (6) students on the elementary level, and one chaperone to every ten (10) students on the other levels for trips outside Wallingford. Out of country field trips will require (1) chaperone to every (6) students. Any requests for exceptions must be presented to the Board of Education for approval.
- J. Chaperone Guidelines/Expectations:** All chaperones must adhere to the district field trip guidelines and sign off on each item prior to attending. (See attached)
- K. Bus Conduct:** Students shall observe approved rules of school bus conduct and safety.
- L. School Rules:** All school rules shall be applicable unless otherwise prescribed by the teacher in charge. The consumption of alcohol and/or the use of any illegal substance by any field trip participant is strictly prohibited.
- M. Students on Medication:** Special provision shall be made for those children on a field trip who require or may require medication (see 5141.21 Administering Medication and 5141.21a Administering Medication to Students.) In such cases, parents will be encouraged to attend the field trip with their children. When parents do not accompany their children on the field trip, medication shall be administered in one of the following ways:
  - 1. The children themselves, if authorized in writing and approved in advance by their Physician, parent and school nurse.
  - 2. By school staff who have legal authority to administer medication.

Those who have legal authority to administer medication are the following.

- 1. For students whose medication is prescribed to be administered in a regular pattern and the administration of which requires no judgment as to whether the medication is needed, any employee of the Board of Education has legal authority to administer medication.
- 2. For students whose medication is prescribed to be administered only when a judgment is made that the medication is needed, those who have legal authority are the following:
  - a. A licensed medical doctor
  - b. A licensed registered nurse

Field Trips

**I. EDUCATIONAL FIELD TRIPS (continued)**

In cases where there are students scheduled to attend a field trip who may require medication based upon a judgment that the medication is needed and who will not be accompanied by a parent, the trip shall be canceled unless arrangements can be made for a person with legal authority to administer medication to attend the trip.

**N. Return from Trip:** When a field trip returns to the school more than ten minutes following the close of school, parents are to be notified in advance so as to provide proper transportation home. Each student is to be properly chaperoned and supervised until transportation has been secured.

**II. RECREATIONAL FIELD TRIPS**

Recreational field trips are those generally taken outside of the school day. Usually, the experience gained from such an activity may not be considered an integral part of the school curriculum. Ski trips, class outings, etc. are examples of recreational field trips.

**A. Out of Country Trips:** The Board of Education permits school sponsored trips outside the continental United States. Private individuals are entitled to participate in foreign travel with the clear understanding that these trips do not come under the auspices of the Board of Education. Out of country field trips will require (1) chaperone to every (6) students. Any requests for exceptions must be presented to the Board of Education for approval.

**B. Insurance:** Out of country field trips require the highest level of travel insurance to be purchased by the participant.

**C. Limitations:** Permission may be granted through the superintendent for recreational field trips beyond a 150 mile radius or for more than one day (overnight) for high school students. Recreational field trips beyond a 75 mile radius or for more than one day (overnight) shall not be allowed for elementary and middle school students. Exceptions to this rule may be granted by the superintendent.

**D. The use of private automobiles** for field trips is strongly discouraged. It is recognized that on certain occasions, private cars must be used. However, students may not drive vehicles on field trips. All transporters, school employees and parents alike, must have a minimum of one hundred thousand - three hundred thousand dollars (\$100,000 - \$300,000) liability insurance. A certificate of insurance coverage must be presented to the building principal.

**E. Use of Bus Carrier:** Students and staff on field trips must go and return directly to the designated site by bus carrier and must also return directly to the point of origin by the same mode of travel. Exceptions may be approved by the building principal only.

**F. Teacher in Charge:** One teacher shall be designated by the principal as being in charge on each field trip. Volunteer chaperones and other teachers shall report any problems to the teacher in charge.

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**Field Trips**

**II. RECREATIONAL FIELD TRIPS (continued)**

**G. The Ratio of Chaperones to Students** shall be one chaperone to every ten (10) students for trips outside of Wallingford. This figure is to be considered a guideline. Out of country field trips will require (1) chaperone to every (6) students. Any requests for exceptions must be presented to the Board of Education for approval.

**H. Chaperone Guidelines/Expectations:** All chaperones must adhere to the district field trip guidelines and sign off on each item prior to attending. (See attached)

**I. Bus Conduct:** Students shall observe approved rules of school bus conduct and safety.

**J. School Rules:** All school rules shall be applicable unless otherwise prescribed by the teacher in charge. The consumption of alcohol and/or the use of any illegal substance by any field trip participant is strictly prohibited.

**K. Students on Medication:** Special provision shall be made for those children on a field trip who require or may require medication (see 5141.21 Administering Medication and 5141.21a Administering Medication to Students.) In such cases, parents will be encouraged to attend the field trip with their children. When parents do not accompany their children on the field trip, medication shall be administered in one of the following ways:

1. The children themselves, if authorized in writing and approved in advance by their Physician, parent and school nurse.
2. By school staff who have legal authority to administer medication.

Those who have legal authority to administer medication are the following:

1. For students whose medication is prescribed to be administered in a regular pattern and the administration of which requires no judgment as to whether the medication is needed, any employee of the Board of Education has legal authority to administer medication.
2. For students whose medication is prescribed to be administered only when a judgment is made that the medication is needed, those who have legal authority are the following:
  - a. A licensed medical doctor
  - b. A licensed registered nurse

In cases where there are students scheduled to attend a field trip who may require medication based upon a judgment that the medication is needed, and who will not be accompanied by a parent, the trip shall be canceled unless arrangements can be made for a person with legal authority to administer medication to attend the trip.

- L. Permission slips** shall be signed for each specific trip by a parent or guardian and shall be returned to the school before a student will be allowed to go on the field trip. If permission is not obtained, or is refused, arrangements will be made for the student to remain in school.

In addition, all parents or guardians must specify what, if any, physical and/or medical limitation or condition could hinder the student's access to the trip or could potentially arise during the trip.

- M. Return from Trip:** When a field trip returns to the school more than ten (10) minutes following the close of school or on a day when school is not in session, parents are to be notified in advance so as to provide proper transportation home. Each student is to be properly chaperoned and supervised until transportation has been secured.

**Regulation Approved: 06/22/92**

**Regulation Revised: 04/15/96, 06/16/97, 05/18/09, 11/25/13, 05/27/14, 03/28/16, 01/23/17, 10/23/17**