

Field Trips

The Board of Education recognizes the educational value of field trips for students when properly planned, executed, and evaluated.

Types of Field TripsSchool Sponsored Educational Field Trips

School Sponsored Educational Field Trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip.

School Sponsored Recreational Field Trips

School groups may plan trips for recreational purposes. They are subject to final approval of the building principal and BOE (if necessary). Participation may be limited to the members of the sponsoring organization.

School Sponsored Cultural/Enrichment Field Trips

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the building principal and BOE, if necessary (see Approval of Field Trips).

Trips Unrelated to Monroe School District

The Board of Education cannot accept responsibility for non-school sponsored trips. Individuals who plan trips that are not school sponsored must alert parents and students that the planned trip is not associated with the Monroe Public Schools. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. The preparation for non-school sponsored trips shall not take place during school hours. No school materials may be used for letters to parents, directions or other communications.

Approvals of Field Trips

All school sponsored field trips require administrative approval.

- For all trips within the State of CT, requests must be submitted to the building administrator 30 days in advance of the departure date.
- All out-of-state field trips require the approval of the Superintendent of Schools 60 days in advance of the departure date.
- All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date.

Costs of Field Trips

Students may be assessed for the cost of field trips which includes transportation, lodging, meals, and entry fees. Fund raising activities (following Monroe Public School District's policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individual experiencing a hardship. Parents of students on the free and reduced lunch program should contact the administrator.

The Board of Ed may require a follow up review of any field trip at a Board of Ed meeting, at the discretion of the chairman.

Policy changes: 3/3/2014

Field Trips**General Guidelines for School Sponsored Trips**

- 1.) All board policies and administrative regulations concerning students will be in effect for all approved field trips, excursions and travel experience.
- 2.) Each teacher shall submit a tentative schedule of planned field trips to the building principal as soon as possible after school begins. A worthwhile field trip is one which is a valuable component of the curriculum. It is an experience which benefits all of the students. Therefore, teachers must plan carefully and develop a schedule of trips for the year that are reasonable in their affordability for the entire class.
- 3.) All school sponsored field trips require administrative approval.
 - For all trips within the State of CT, requests must be submitted to the building administrator 30 days in advance of the departure date.
 - All out-of-state field trips require the approval of the Superintendent of Schools 60 days in advance of the departure date.
 - All overnight and foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date.
- 4) Students may be asked to pay for all or part of their participation in any field trip or excursion sponsored by the school district.
- 5) 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 a student's participation when, in the judgment of the certified staff, student welfare requires it.
- 6) Parents must be fully informed when a student leaves school property. Destination, the purpose of the trip, the time of departure and when students will return should be included.
- 7) A signed parental permission must be obtained for each student going on a field trip.
- 8) Before any trip may be discussed with student's or parents, permission for the trip must be obtained from the building administrator, Superintendent or Board of Education (depending on the type of trip)
- 9) Teachers must carry with them emergency names and phone numbers for each student on the trip. They also should have authorization for emergency medical treatment if required and the parent or guardian cannot be reached.
- 10) Field trips should be planned to avoid conflict with other important scheduled activities of the school.
- 11) Field trip plans must include evaluation of the experience with follow-up classroom activities to reinforce the educational value of the trip.

- 12) Teachers planning field trips must notify the cafeteria manager when classes will not be eating lunch in the cafeteria. This must be done at least a week before the scheduled trip.
- 13) The school nurse must be given a list of students involved in a field trip at least one week prior to the trip.
- 14) Parent or teacher drivers or use of private cars as a means of transportation are not normally permitted. If students are to ride with a parent or teacher, such fact must be stated on the parent's permission slips. Students are not permitted to drive themselves or other students on field trips. Private automobiles may be used for school programs to transport students only if the trip has the building principal's approval; use of the automobile is approved by the building principal; fewer than 25 students are involved (class size or less); and the licensed driver completes the "Verification of Liability Insurance" form prior to the trip. Appropriate chaperone supervision should be provided.
- 15) Students must be under a chaperone's supervision at all times. Therefore, it is necessary to have an adequate number of adult chaperones. The chaperone/student ratio is predicated on the nature of the trip and the requirements imposed by the organization being visited. The suggested ratio of the Monroe School District is:

Grade/Ratio K-1-1/6 Gr. 2-4 -1/8 Gr 5-8 – 1/10 Gr 9-12 – 1/10
- 16) The only students that are allowed to attend are those enrolled in the class that planned the field trip.
- 17) Appropriate educational experience and proper supervision shall be supplied for any student who does not participate in the field trip.
- 18) Students are expected to exhibit the same behavior as is expected of them at any other school function. Standards of conduct are to be established prior to leaving school. Since the trip is a school activity, usual school rules apply.
- 19) The Board of Ed may require a follow up review of any field trip at a Board of Ed meeting, at the discretion of the chairman.

Guidelines for Extended Trips

School sponsored field trips lasting more than one day fall within the scope of Board of Education responsibility. The additional risk involved in extended trips requires trip sponsors to plan well and take all due precautions. Since the Board wants to provide a safe, learning experience for the students and does not want teachers held liable for accidents or mishaps, a record of such planning is required.

Before trip approval the following information must be provided:

1. The purpose of the trip and its appropriateness for the class.
2. The number of students participating and the number and names of teachers and /or parent chaperones involved.
3. The arrangements which have been made for transportation and lodging.

4. Evidence of the responsibility of the carrier including copy of the Liability Insurance coverage.
5. The insurance arrangements which have been made for staff and students to cover the trip.
6. Students may be assessed for the cost of field trips which includes transportation, lodging, meals, and entry fees. Fund raising activities (following Monroe Public School District's policies) may be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for the possible assistance in payment for those individual experiencing a hardship. Parents of students on the free and reduced lunch program should contact the administrator.
7. The arrangements that have been made within the school to cover for the teachers who are going on the trip and for those students who will be remaining in school.
8. Upon completion of the trip, the leader will file a written report with the building principal including all unusual incidents. The principal will notify the Superintendent of any unusual incidents.
9. The selection of student participants will be left to the discretion of the teacher/sponsor.
10. Parents are responsible for transportation to and from the school before and after field trips.
11. Any irregularities occurring during the trip are to be reported promptly to the school principal.

Exceptions

The Superintendent may make recommendations to the Board for field trips not covered in the rules staffed above. This will be done only in unusual situations.