

## Field Trip Policy

### General Guiding Principles:

- Field trips must be directly related to curriculum being studied at the time of the field trip. They will provide an opportunity to extend the curriculum, school, and district goals in a way that cannot be accomplished in the classroom. A written rationale and itinerary for the field trip must be provided for parents as part of the permission form.
- Field trips must be age appropriate and must be open to all students on an academic team or in a specific teacher's class, but may include classroom/school behavior and academic parameters that are set and shared when the trip is first presented to students. In the event that there is a limit to the number of spaces available (e.g. Model U.N.), the selection of students permitted to attend will be done by a lottery system.
- When a field trip is costly, parents must be offered a budget payment plan. If parents are unable to pay for their child to participate a partial/full scholarship will be given when administration is made aware of the circumstances causing the need.
- Single-day field trips must be planned in advance, and require from the Principal, Department Coordinator (if applicable) and Assistant Superintendent at least four weeks prior to the trip. Permission to proceed is achieved by completing a Field Trip Request Form, copies of which will be sent to the Assistant Superintendent and the Superintendent.
- Students need to be under the supervision of adults at all times. Any chaperones who are not regular employees of the Board of Education will need to be processed via the Human Resources Department.
- Overnight field trips must be approved in advance of the trip by the Board of Education. The Principal, Coordinator, and Teacher must request approval from the Curriculum Committee of the Board of Education at least three months prior to the scheduled departure date (at least four months if fundraising is required). No fundraising or financial commitment may be made prior to Board of Education approval. The Overnight Educational Trip Application must be completed and submitted for consideration.
- The standard Field Trip Permission Form must be completely filled out before being sent home to parents. No child will be able to participate if standard permission form and payment(s) are not returned by the designated due date(s).
- Parents need to be aware of when to pick up their children when arrival back at school is after normal dismissal and commit that they will be there on time.
- If there is any delay of arrival back to school (due to excessive traffic, etc.), the Teacher Coordinator for the trip will notify administration. Administration can then, in turn, communicate the information to parents.
- Field trips to amusement parks and similar entertainment venues during school instructional time are not allowed and will not be approved. Grades 6, 8, and 12 may have class days, but not at amusement parks.

### Stratford Public Schools Field Trip Preparation Sheet

1. Field trips are often an important part of the learning experience and are expected to be meaningful, educational experiences which are extensions of the curriculum currently under study.
2. No field trip is to be arranged unless it has prior office approval. Field Trips taking place after May 31st will not be authorized, with the exception of grade 6, 8, and 12 class days or in-district trips of performing ensembles to other schools.
3. The following guidelines are essential in planning field trips:
  - For single-day trips, approval must be obtained in writing from the Principal, Department Coordinator, and Assistant Superintendent a minimum of 4 weeks in advance of the planned trip.
  - For overnight trips, approval must be obtained in writing from the Principal, Department Coordinator, Assistant Superintendent and Board of Education in writing a minimum of three months in advance. The Superintendent will sign the approval form after the trip is approved by the Board of Education. Completion of the "Overnight Field Trip Request Form" (if applicable), and the "Field Trip Checklist" are required.
  - Teachers should obtain parental permission slips for the field trip from the main office of their school. These are to be sent home, signed by parent/guardian and returned to the teacher by the date designated on the permission slip. A student shall not be permitted to attend the field trip if his/her signed permission slip is not turned into the teacher. Verbal authorizations are not acceptable.
  - Money for the field trip is to be collected by the teacher(s) planning the trip, totaled, and turned into the main office of the school prior to the trip. Teachers will maintain a record of students who have made payments for the trip.
  - Records of competitive bidding / quotes for transportation must be kept at the school level.
  - When using the current contracted bus services of the District, keep in mind that a maximum number of riders is different for in and out of Stratford locations. Please review the passenger policy directly with the company.
  - When booking an overnight trip (airplane, bus, and lodging) travel insurance should be explored.
    - Trip Interruption – Reimburses you for pre-paid expenses if your trip is cut short. Covered reasons should include bad weather, airline strikes, bus cancellations, terrorism, bankruptcy etc. The quote should list all of the possible coverages typical for a school field trip.
  - If you are considering a contract with an out-of-town bus service, you must obtain a copy of their current insurance and DMV licensing information for our records.
    - Certificate of Liability Insurance should carry a minimum of \$5,000,000 for General Liability, Auto Liability.
    - Certificate of Liability Insurance should carry a minimum of \$1,500,000 for Workers Compensation and Employers' Liability Insurance.
    - Insurance certificate should also list Stratford Public Schools as the Certificate Holder.

- Insurance certificate should name the Stratford Public Schools as an “additional insured.”
- Review DMV registration from the Bus Company.
- Students should be encouraged to dress according to the standards set for the field trip. Appropriate school attire is outlined in the district dress code.

**Stratford Public Schools**  
**Field Trip Rationale & Request Form**  
**Single-Day Trip**  
**(Minimum 4 Week Time Frame)**

Field trips must be directly related to curriculum currently under study, and must provide an opportunity to extend the curriculum, school, and district goals in a way that cannot be accomplished in the classroom.

Date of Request: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Teacher Coordinator: \_\_\_\_\_ Grade/Team: \_\_\_\_\_

Destination: \_\_\_\_\_ Names of Chaperones: \_\_\_\_\_

**Educational Value:** The value of the field trip is directly related to the orientation and preparation of the students by their sponsor(s) prior to the trip and the care which the sponsor(s) uses in designing follow up activities upon the students' return.

**Statement of Purpose:** A written statement of purpose indicates the objectives of the trip and its relationship to the district or school goals and curriculum currently under study. (May be continued on back.): \_\_\_\_\_

Itinerary (May be attached): \_\_\_\_\_

Cost of Trip (Include breakdowns as appropriate):

Number of Buses: \_\_\_\_\_ Bus Cost: \$ \_\_\_\_\_ Bus Company \_\_\_\_\_

Admission per Student: \_\_\_\_\_ Total Student Cost: \_\_\_\_\_

Payment Schedule (Include due dates and amounts due for costly trips):

**Lunch Arrangements (Must include box lunch option from café, especially for free or reduced lunch students, and count must be in to Sodexo two (2) weeks prior to trip.**

Teacher Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Overnight Educational Trips**  
**Application for Approval**

**Guidelines:**

- (1) This form should be filled out completely by the teacher proposing the trip for overnight trips only. Include all pertinent details under each category.
- (2) The Teacher must meet with the Building Principal and Department Coordinator to obtain their approval. All trips must be reviewed by the Assistant Superintendent and/or Superintendent prior to submission to the Curriculum Committee of the Board of Education.
- (3) The principal, coordinator, and teacher must submit this form to the Curriculum Committee of the Board of Education at least 3 months prior to the scheduled departure date (at least 4 months if fundraising is required). No fundraising or financial commitment may be made prior to Board of Education approval.
- (4) The Board of Education will vote on the proposal at its next scheduled board meeting.
- (5) Teacher: \_\_\_\_\_ School: \_\_\_\_\_ Dept.: \_\_\_\_\_

Date of Application \_\_\_\_\_

**I. Program Description**

- (1) Destination:
- (2) Dates (Every effort should be made to minimize time away from school):
- (3) Sponsoring Department/Coordinator:
- (4) Principal:
- (5) Itinerary (Provide a brief outline):
- (6) Accommodations (place, meals, number to a room, security precautions, etc.):
- (7) Target Student Audience:
- (8) Payment plan (what must be paid by what date and by whom):

**II. Program Cost**

- (1) Per Student:
- (2) Per Traveling Adult:
- (3) Per Chaperone:
- (4) From Board of Education Budget

(5) Indirect Costs (ex. Substitutes, overtime, mileage, etc.)

(6) Trip Insurance Purchased: Yes / No (circle)

**III. Educational Objectives**

Provide below an outline of the curricular objectives of the proposed trip.  
Relate the objectives to the program or district goals.

(1) Pre-trip activities (preparation of students for trip):

(2) Field trip tasks (what students will be expected to accomplish during the trip):

(3) Post-trip activities (what students will accomplish upon their return):

**IV. Fundraising**

Describe below anticipated fund raising activities designed to help defray student expenses.

**V. Student Supervision**

(1) Anticipated number of chaperones:

(2) Teacher with primary supervisor responsibility:

(3) Parent participation:

(4) Medical Supervision (if necessary):

**VI. Criteria for Student Selection:**

Describe below the process to be implemented for screening of student applicants for the trip.

**VII. Plans for students who take regular medication, who have a disability, need medical supervision or who become ill during the trip.**

**VIII. Follow Up Activity**

a. Follow Up Written Report \_\_\_\_\_ Date Due: \_\_\_\_\_  
(Teacher and students)

b. Follow Up Presentation \_\_\_\_\_ Date Due: \_\_\_\_\_  
(To be presented at the regularly scheduled Board of Education Meeting following the trip  
– teacher and students)

c. Other \_\_\_\_\_ Date Due: \_\_\_\_\_

**Approvals:**

Teacher(s) \_\_\_\_\_

Date \_\_\_\_\_

Department  
Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

Assistant  
Superintendent \_\_\_\_\_

Date \_\_\_\_\_

Superintendent: \_\_\_\_\_  
(After Board of Education Approval)

Date \_\_\_\_\_

**Field Trip Permission  
Stratford Public Schools**

We are planning a field trip to: \_\_\_\_\_

Rationale: \_\_\_\_\_

Check if Itinerary is attached: ☐

Date of Trip: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

Payment Plan (If appropriate): \_\_\_\_\_

Payment Due Date: \_\_\_\_\_ Departing School at: \_\_\_\_\_ Return to School at: \_\_\_\_\_

**(If returning after 2:30pm, parents are responsible for transportation home from school.)**

Chaperones: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

We have reviewed and discussed appropriate behaviors, proper attire and bus conduct. If for any reason, the chaperones, bus drivers, and / or tour guides report your child conducted herself/himself improperly, she/he may be prevented from participating in future trips.

All money is non-refundable. Please make check payable to \_\_\_\_\_

**Return the Permission Slip Below**

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My son/daughter \_\_\_\_\_ has my

First Name

Last Name

permission to participate in the field trip to \_\_\_\_\_. I fully understand that although every reasonable precaution for safety will be taken, the school can not assume responsibility for the ordinary hazards of travel and activity. In order to assure additional measures of precaution, please provide updated emergency numbers:

Print Parent/Guardian Name: \_\_\_\_\_

Home Phone Number: ( ) \_\_\_\_\_

Work Number: ( ) \_\_\_\_\_

Cell Phone Number: ( ) \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature : \_\_\_\_\_

In case of emergency, if I am not available, please contact: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home Number: ( ) \_\_\_\_\_ Work Number: ( ) \_\_\_\_\_ Cell Number: ( ) \_\_\_\_\_



## Stratford Public Schools Field Trip Checklist

After administrator approval, please make sure you have completed the following:

Initial(s)	Description
_____	Sent letter to parents with a copy to principal and head secretary.
_____	Submitted signed permission slips to the office.
_____	Recorded and prepared emergency parent telephone numbers, to bring with you, for the day of the trip for each student.
_____	Prepared a list of which students and chaperone will be on each bus.
_____	Notified the cafeteria supervisor if students need boxed lunches and provide them the number of students who will not be present for lunch.
_____	Notified all school staff.
_____	Turned into the office, all money collected for the field trip and received a receipt from the school secretary per Board of Education Policy.
_____	Arranged with parents/guardians for safe pick-up of their son/daughter if there a late arrival back to school.
_____	Discussed students' medical concerns (medication needs, etc.) with the school nurse and arranged for medical bag pickup.
_____	Reviewed bus safety requirement with all students.
_____	Verified bus certificate of liability insurance
_____	Verified Department of Motor Vehicle registration certificates.

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SUBMIT COMPLETED FORM TO THE OFFICE 1 WEEK PRIOR TO THE TRIP**

Destination: \_\_\_\_\_ Destination Phone Number (    ) \_\_\_\_\_

Teacher/Coordinator: \_\_\_\_\_

Names and Cell Phone Number for all Chaperones: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Total Cost per Child: \_\_\_\_\_ Number of Buses: \_\_\_\_\_ Bus Company \_\_\_\_\_

Total Number of Students Attending: \_\_\_\_\_ Total Number of Chaperones Attending: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

\_\_\_\_\_  
Secretary Signature / Date\_\_\_\_\_  
Principal Signature / Date