

## **Instruction**

### **School Sponsored Trips**

To the extent the budgetary resources and safety of the students permits, the CREC Council encourages and sanctions student trips or other out-of-district school activities, including participation in interscholastic events, community civic projects and international travel which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall 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 staff's judgment his/her welfare requires it.

Policy adopted: June 18, 2003  
Revised: October 19, 2005

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

## **Instruction**

### **School Sponsored Trips**

CREC policy provides for student trips of significant educational value closely related to the instructional program.

Prior written approval of a parent or guardian, including, when applicable, DCF, is required for participation of students in any school-sponsored trip. Parents and guardians must also complete emergency medical forms for students to be eligible for participation. No child will be excluded from participation in a school-sponsored trip due to financial restrictions. The administrative guidelines established for school-sponsored trips are as follows:

### **Definition of School Sponsored Trips**

**Field Trip:** A planned activity in which a class or group of students leaves the school grounds for the purpose of continuing and extending the program of instruction. Field trips are considered instructional and planned with objectives determined in advance and with appropriate instruction preceding and following each trip.

**Athletic Trip:** Any trip off school grounds for the purpose of participating in an athletic contest or practice session.

**Co-curricular Trip:** Any trip conducted off school grounds through an after-school activity or club as a result of qualification in a contest or competition or to supplement the intended theme of the club.

**International Trip:** Any trip outside the boundaries of the continental United States.

### **Guidelines for School Sponsored Trips**

#### **I. Approval Process**

The individual who is directing and planning the trip will fill out the applicable CREC Health Services form for approval by the school nurse. After approval, the trip coordinator needs to complete the CREC Trip Request form which then needs to be approved by the building administrator/program director and forwarded to the Executive Director or designee for approval. No discussion with students or parents, nor fund raising activities can take place concerning overnight or international trips until a discussion has been held with the Executive Director or designee.

#### **II. Planning**

The timeline for submitting completed forms is as follows unless unusual circumstances arise:

Day trips:	One month in advance
Overnight/Non-International:	Two months in advance
International:	Four months in advance

The person directing the activity will provide the following information, on the appropriate form(s):

**Day Trips**

1. Purpose and itinerary.
2. Number of students participating.
3. Cost requirements per student/school.
4. Arrangements for teacher coverage plans for students remaining in school.
5. Transportation arrangements/date/time.
6. Arrangement for meals/notification of kitchen if significant number of students will miss lunch, to be discussed with program administrator.
7. Permission slips for students, signed by the parent/guardian and returned to the school prior to the trip. The permission slip must contain the basic information about the trip, including student behavior expectations.
8. A complete list of the students and adults on the trip with emergency contact numbers listed for each individual on the trip. Note: This list must be carried by the teacher in charge. The teacher in charge will carry a cellular phone issued by the school or a personal cellular telephone for the duration of the trip. A copy of the list will also be available at the school.
9. A list of students on the trip, to be provided to the school nurse, who in turn will make the teacher aware of any special health needs of the students. If any student requires special medication or care, administration will provide appropriate coverage to ensure these needs are met.

**Overnight/Non-International**

Items 1-9, above

10. Accident and health insurance arrangements that have been made for students, staff and chaperones. The Principal will have on file the documents for each participant of the trip who has accident and health insurance and include the policy numbers when necessary.
11. A written itinerary with locations, phone numbers, and estimated time of arrival at each location. A copy of this itinerary must be left with administration.

## **International**

Items 1-11, above

12. Travel insurance required to protect the financial liability of students and adults.

If an overnight or international trip proposal is approved:

The Executive Director or designee will sign any contracts with carriers or travel agency.

Appropriate school personnel will provide parents/guardians with specific written information to include objectives of the trip, costs, daily itinerary, chaperones, accommodations, student and chaperone responsibilities, school behavior policies, trip cancellation procedures, and refund policy.

Students/families are responsible for securing appropriate travel documents, including visas, passports, as well as medical waivers and immunizations as needed.

Prior to an international trip, chaperones must receive orientation and training provided by CREC Health Services, which explains the procedures of travel abroad.

For any domestic or international overnight trip, luggage must be dropped off to school the day before the travel day. Luggage and carry-on bags will be inspected by staff in the presence of the students.

Parents are responsible for any cost incurred for students who must return home.

In the event of adverse political, safety, security, or health conditions, or any other unforeseen circumstances, the Executive Director or designee may choose to cancel an international trip.

### **III. General Information**

- A. Any unusual incidents on any school sponsored trip will be reported to the building administrator or director of the program.
- B. All trips should be preceded by appropriate instruction and followed by appropriate assessment or other activities that lead to additional learning as a result of the trip or as an introduction to other learning.
- C. In general, day trips should not exceed the length of the school day and should be confined to a reasonable distance from the school.

- D. Should accidents or medical emergencies occur, after taking appropriate emergency action, the person in charge of the trip must immediately notify the Principal or other school official, and give the Principal or other school official information regarding the incident.
- E. The person in charge of the trip must carry a list of emergency contact numbers so (s)he can reach a school official if needed. Parents will be contacted by the school.
- F. If transportation is by other than a CREC bus contractor, the person in charge of the trip must list the transportation carrier. All transportation carriers must have a first aid kit on the bus. Trips which can be made without the use of any transportation must follow the same procedures, including required approvals, parent/guardian permission and medical forms.
- G. When a CREC school nurse is not in attendance at the school sponsored trip, a qualified non-licensed staff person who has successfully completed the Medication Administration training module must be in attendance.
- H. A trip is considered a school-sponsored activity and students will be subject to discipline in accordance with CREC student discipline policy for misconduct occurring on trips.
- I. Participating students and adults must be responsible for their own travel and living expenses while on the trip. No school funds or educational funds will be utilized for any expenses incurred on such trip.
- J. For extended trips where the total cost to an individual student exceeds \$2,500, three (3) quotations must be secured and included with the request for the trip.
- K. School sponsored trips are an extension of classroom learning, and are planned for equal access by all students. Administration may deny participation of a student if his/her participation might interfere with the health and safety of other students.
- L. The Principal will be responsible to see that all CREC Council policies and administrative procedures are followed.
- M. The Principal will be responsible for reviewing tours and will forward a recommendation concerning all suggested tours to the Executive Director or his/her designee for review.
- N. The use of privately owned vehicles to transport students on school sponsored trips is prohibited.
- O. For domestic and international travel, each participant must have a method of communication and must have a travel badge with the following information: nearest

hospitals, based on the itinerary; Poison Control Center number; on-call Concierge Nurse number; emergency services numbers.

- P. For international travel, participants must register with the State Department Smart Traveler Enrollment Program (STEP).

**IV. Chaperones**

- A. Unless the Superintendent of Schools or designee approves a variation of the guidelines based on the activity and circumstances on a day trip, the following will be the ratio of adult chaperones (inclusive of the teacher in charge) to students by grade level:

	<u>Adults</u>	<u>Children</u>
PreK-2	One	Six
3-5	One	Eight
6-12	One	Ten

- B. Any overnight trip must have a minimum of two chaperones.
- C. The primary chaperone must be someone employed by CREC. All chaperones must conform to CREC policy regarding Drug Free Workplace. All chaperones will receive a copy of policy and regulation 6153 and will be made aware of their provisions prior to departure. Employees violating the policy or regulation will be subject to disciplinary measures.
- D. Adult chaperones (other staff personnel, parents, etc.) who accompany the group will be briefed by the teacher as to the purpose of the trip, possible hazards, procedures, supervisory responsibilities, medical issues, and will receive a copy of any written procedures. Any chaperones from outside of the school system must complete a formal application including a medical emergency form, which will remain on file with the trip information.
- E. No travel and expense reimbursement will be paid to chaperones who are not required by the chaperones to student ratio guidelines in this regulation unless approved by the appropriate cabinet member.

**Non-School Sponsored Trips**

- A. CREC will not accept responsibility for trips not covered by CREC policy. Non-school sponsored trips planned for profit by staff members may not occur on school time, and therefore, are not to be planned on school time. The facilities of the schools may not be

used in planning such trips. Letters to parents, directions, or other communications may not be duplicated on school equipment or distributed at schools.

- B. The teacher acting as a private agency must advise the school of intent to plan such tours.
- C. Students will not be contacted during regular school hours. The Principal shall approve a limited number of meetings related to the proposed educational tour to be held in the school building and/or on school time.
- D. No pressure of any kind will be exerted on students to influence their participation.
- E. Clear and definitive statements from agents must accompany all materials and literature advising the Principal that the school is not in any way sponsoring or participating in the educational tour activity.
- F. The teacher acting as a private agency must file a list of participants ten days in advance of the intended trip in order to afford the school an opportunity to advise parents that the school is not sponsoring or participating in the educational tour.

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