

## Instruction

### Field Trips

1. Instructional travel away from the school grounds is recognized by the Board of Education as a significant part of the educational program of a school, provided that it:
  - a. Is directly related to the stated curriculum
  - b. Enhances student learning
  - c. Assures student safety
  - d. Has been carefully planned by the teacher and building level administration
  - e. School trips must be linked to academic and social emotional learning experiences for students.
  - f. Trips to water parks **will not be permitted.**
  - g. Permission for overnight trip must be submitted to your respective Executive Director/Supervisor **(30) days prior to your requested trip, for Board of Education approval.**
  - h. For further guidance regarding timelines, and approval processes, please see Regulation #10 items D-G.
2. Students and parents must be made aware of the purpose of the planned field trip and be involved in the planning process.
3. Field trip plans must include evaluation of the experience with follow-up classroom activities to reinforce the educational value of the trip.
4. The Board of Education recognizes the following types of instructional travel for students in grades K-12:
  - a. Day Field Trips: those in which students leave and return on the same day
  - b. Overnight Field Trips: those in which students are away from home one to five nights
  - c. Trips to Foreign Lands: those that take students outside the geographical limits of the continental United States
5. The procedure for planning and conducting instructional travel away from the school grounds is contained in the accompanying administrative regulation.

## Instruction

### Field Trips

This policy sets forth the regulations governing school trips by Bridgeport Public Schools, during the school year and in summer programs. The regulations are intended to ensure that school trips are enjoyable and safe experiences for students, parents and staff.

#### 1) Definition

A school trip is any authorized field trip off school premises during or after school hours, regardless of the destination or method of transportation used, during the school year or in the summer.

#### 2) Indemnification

Compliance with these procedures will form the basis for determining whether individual staff members are entitled to be indemnified and represented in the event that there is litigation resulting from an incident on a school trip. Staff members who deviate from these procedures may not be entitled to such indemnification by the City of Bridgeport, representation by the Law Department of the City of Bridgeport.

#### 3) Purpose

All trips must have a valid educational purpose and, whenever possible, directly relate to the curriculum. Out of State and international trips will be considered on a case-by-case basis. Approval of these trips will depend on specific national or state alerts initiated by nation, state and local officials.

#### 4) Planning Considerations

All trips must comply with the regulations, described below, pertaining to the adult to student ratio, parental consent, supervision and emergency preparedness. If transportation (bussing) is required, the principal should submit/fax the standard bus request form to the transportation provider, and must be funded by school-based field trip funds.

The principal is required to monitor adherence to all pertinent regulations of the trip policy, complete the Field Trip Form and compile the proper attachments.

### 5) RULES APPLICABLE TO ALL TRIPS (In-State, Local, and Out of State Trips)

#### a) Adult to Student Ratio

- i) There must be a minimum of one adult (staff members and parents) for every twelve (12) students (1:12) in order to assure adequate supervision of students. Ratio for overnight trips (10) students per one adult (1:10) in order to assure adequate supervision of students.
- ii) For trips involving special education students, the ratio of adults to students should be the same as the ratio instructionally mandated for these classes.

#### b) Parental Notification/Consent

Under no circumstances should principals allow students to attend a trip without a written, signed consent form. **DO NOT ACCEPT VERBAL PERMISSION.**

- i) A student may not be allowed to participate unless his/her parent/guardian or person in parental relation has signed a consent form allowing the student to attend the trip. The consent form shall include, at a minimum, the following:
  - (1) Trip destination
  - (2) Need for parental consent, as a prerequisite

- (3) Time of departure and return
  - (4) Pertinent information; e.g. the types of activities students will be involved in. If a brochure is available, it should be provided.
  - (5) Type of transportation to be used.
  - (6) The opportunity to indicate that the child should not participate in a particular activity due to a medical or other condition.
- c) For All Trips, it is essential that the consent form indicates the precise nature of the trip and gives the parents an opportunity to indicate that their child should not participate in a particular activity due to a medical or other condition. The form should also indicate that, if a parent feels that it is necessary to limit a student's activity to a great extent, the school might not be able to accommodate the child on the trip.
- d) **Trips sponsored by an outside organization**  
 If a trip is sponsored by an outside organization, and not by the Bridgeport Public Schools, parents must be explicitly advised of this fact and all documentation relating to the trip must so indicate, from the onset.
- e) **Trips involving buses**
- i) All buses under contract with the Board of Education carry a minimum insurance coverage of \$5,000,000 per person and \$5,000,000 per accident or combined single limit coverage of at least \$5,000,000.
  - ii) When a non-contracted bus is utilized to transport students on a trip, the bus company must carry the above coverage as a minimum and **present proof** of this insurance coverage to the school.
- 6) **Person in charge of the trip**
- a) The principal shall designate one staff person accompanying the students as the person in charge, with overall responsibility for the trip.
  - b) The principal must ensure that the staff member in charge of the trip can reach him/her if an emergency occurs before the end of the trip.
- 7) **Staff Responsibilities during the trip**
- a) The person in charge is responsible for knowing the number of students and adults on the trip and for insuring that students remain under authorized adult supervision at all times.
  - b) The person in charge must have in his/her possession a roster of the students, with parents' names and home telephone numbers/emergency telephone numbers.
  - c) All adults going on the trip should be advised of the times students will be departing and returning, and the location from which students will be departing and to which they will be returning. All students must be accounted for before departing for the trip site and before leaving the trip site.
- 8) **Emergency Procedures**
- a) The principal must be available to be reached by telephone either in school or at home until all students have returned from the trip.
  - b) In the event that one or more students cannot be accounted for at the trip site, the person in charge must:
    - i) Notify the authorities at the site immediately to conduct a search.
    - ii) If the student (s) cannot be located, make every effort to contact the parents, as well as the principal of the school (at the school or at home if necessary).
    - iii) Call the local police.

- c) A staff member must remain at the site until all the students are accounted for. The person in charge shall make the decision as to whether other students and adults should leave the site, in consultation with the principal.
- d) Consideration should be given to have at least one staff member drive to the site in a private car so that, in the event that someone must remain at the site, he/she will have transportation for the return trip.
- e) Parents should be kept updated as to the status of the search for their child.

## 9) Overnight Trips

- a) When overnight trips are approved, the person in charge is responsible for assuring that the chaperones continuously supervise the students until they return to their rooms in the hotel or other sleeping facilities. He/she should give students a time schedule showing the supervised activities and meeting places. Students are not permitted to use any hotel facilities that involve activities prohibited by these regulations or that could potentially endanger their health, safety or welfare.
- b) Ratio for overnight trips is 1:10.

## 10) ANY TRIPS INVOLVING UNUSUAL PRECAUTIONS (see below):

These trips will encompass local travel involving more stringent safety precautions and all out of state travel. The following items along with the Field Trip Request Form must be submitted to Executive Director/Supervisor prior to approval:

- a) List of students and emergency telephone numbers,
- b) List of chaperones and telephone numbers,
- c) Name and telephone number of transportation company and/or overnight accommodations/sites.

### **Examples:**

- (1) Any overnight trip

### **Approval Process and Requirements**

- d) **Local Day Field Trips** – Trip Coordinator must submit appropriate Field Trip Request Form, with the required attachments to the **School Principal five (5) days** in advance of field trip for their review and authorization.
- e) **Out-of-State Day Field Trips** – Principal must submit appropriate Field Trip Request Form, with the required attachments to their **Executive Director/Supervisor 10 days** in advance of field trip for their review and authorization.
- f) **Overnight Field Trips** – Principal must submit appropriate Field Trip Request Form, with the required attachments to their **Executive Director/Supervisor** with a minimum of **30 days** notice to be reviewed prior to moving forward for Bridgeport **Board of Education** review and authorization. Trips will be approved by the Teaching and Learning Committee of the Bridgeport Board and full Bridgeport Board of Education prior to any deposits being collected.
- g) **Trips to Foreign Lands** – Principal must submit appropriate Field Trip Request Form, with the required attachments to their **Executive Director/Supervisor** with a minimum of **30 days** notice to be reviewed prior to moving forward for **Bridgeport Board of Education** review and authorization. Trips will be approved by the Teaching and Learning Committee of the Bridgeport Board of education and full Bridgeport Board of Education prior to any deposits being collected.

*If available, trip insurance will be offered to each student's family to voluntarily accept or deny.*  
**Bridgeport Public Schools will not be held responsible for any monies forfeited because insurance was not accepted by a student's family.**