



## **FIELD TRIPS**

The Torrington Board of Education recognizes the educational importance of providing students with a wide range of educational experiences outside the walls of the classroom, including student trips, out-of-district activities and competitions, community projects and international travel. It further recognizes the importance of providing safeguards that ensure the quality and alignment of those experiences with curriculum, equal access for all students, and the safety of the students, staff, and chaperones attending them.

All student field trips shall require prior written approval by the building principal. The Superintendent of Schools or a designee shall approve all field trips, and develop forms and processes for submitting these requests to the Board.

The Board of Education or its designee reserves the right to cancel field trips if conditions warrant cancellation and is not responsible for covering any loss of funds to participants should be cancellation be warranted.

### **Administrative Regulations**

The administration shall develop forms and procedures for the proposal and approval of field trips that address the topics below. The procedures and forms shall be placed in the Administrative Handbook and reviewed annually for revision.

For the initial proposal of a field trip, the teacher/sponsor will submit forms/paperwork in a timely fashion to allow for careful review and include the following:

1. Demonstrate the field trip will be relevant to the curriculum.
2. Review proposal with the principal prior to involving students/parents/guardians in planning.
3. Be familiar with the proposed site.
4. Indicate recommended funding sources.
5. List any potential hazards related to the trip that may require special insurance, e. g., skiing, scuba diving, etc.
6. Delineate any student medical needs and/or access needs for special education and 504 students.
7. Include the mode of transportation.

## **Process**

The approval process must begin with the building principal(s) and delineate the hierarchy for approval. The form for approval must include:

Provisions for parent/guardian permission slips and student contracts and, where appropriate as a requirement, student contracts for behavior and learning expectations

Indication that nursing and cafeteria staff have been notified once the trip has been approved and that grade level secretary(s) have a complete list of participants and have designated participants in PowerSchool.

Designation of chaperones, persons to provide first aid in emergencies

Evidence that the teacher has prepared the students with the purpose of the trip (tie to curriculum) and expectations for learning and behavior while on the trip.

Specification of transportation mode, contact person at the site, and accommodations if extended stay.

That all volunteers and chaperones are in compliance with BOE Policy 7025 and have had all necessary background screening.

## **Post-approval**

The principal shall be responsible for:

1. Collection and review of permission slips and, if required, student contracts.
2. Details related to special needs accommodations.
3. Alert Now list, if trip is out-of-country and/or overnight.
4. Informing staff and chaperones prior to leaving of their responsibilities while on the trip.

Policy 6088: Field Trips

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