

FIELD TRIPS

Policy

The Trumbull Board of Education considers student field trips (any travel from school, excluding interscholastic sports), planned and supervised by a teacher or representative (hereinafter referred to as a sponsor), to a worthy event, institution or place to be educationally and culturally valuable. However, students shall not receive extra credit toward a grade for taking a trip, and students shall not lose credit toward a grade by not taking a trip.

The value of field trips is directly related to the orientation and preparation of the students by their sponsor prior to the trip and the care with which the sponsor uses follow-up activities upon the students' return.

Trumbull Public Schools' attendance policies will be adhered to regarding student participation in field trips. Trips that result in students missing two or more consecutive days of school must be approved by the Board of Education. No more than two such trips per year per student shall be allowed. Day trips shall be approved by the Principal; overnight trips of fewer than two school days shall be approved by the Superintendent or his/her designee. The Board will approve trips to foreign countries on a case by case basis.

Field trips that promise curriculum related school instruction for more than two days in duration must be approved by the Board of Education. If the trip purports to be the equivalent of a regular school day, documentary evidence must be presented with the application for Board approval.

The acceptance of any gratuities, discounts and/or gifts for personal use resulting from field trips is prohibited. Any gifts, gratuities, or promotional items provided by the travel companies will become the property of the Trumbull Public Schools and will be used for the benefit of the trip or the school.

Parents are responsible for obtaining trip cancellation insurance. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.

Chaperones on school sponsored trips will be covered for liability purposes by the school district insurance policies. In the event that private transportation is being provided, the driver must have a minimum of \$100,000/\$300,000 insurance coverage (C.G.S. 14-112 Proof of Financial Responsibility).

Students unable to make a trip for whatever reason shall be assured of an opportunity for a quality educational experience at school (equal to or better than regular instructional activities) during the time of the trip.

Policy cont'd.

The Board shall develop regulations setting forth procedures to be followed for field trips and the Superintendent or his/her designee will develop guidelines to further direct the carrying out of this policy and its regulations in order to ensure safe and educationally beneficial field trip experiences for students.

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the building principal. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy.

Approved: 4/05/83

Revised: 2/06/85, 5/03/88,
5/08/90, 7/18/94, 4/95,
8/17/99, 5/22/02, 3/25/03,
01/08/09, 1/18/11, 10/15/13

Regulations

I. Request In Writing

Requests for field trips must be submitted in writing to the school principal. Overnight trips of fewer than two days must be forwarded for approval by the Superintendent or his/her designee. Requests for field trips which will result in students missing two or more consecutive days or trips to a foreign country must be approved by the Board of Education.

Reasonable and cautious planning is essential to the educational value and safety of the trip.

A. Contents

1. A written statement of purpose indicating objectives of the trip.
2. All associated costs.
3. Methods of funding to be used.
4. Relationship to curricular or extracurricular activities including academic relevancy.
5. Costs to each student.
6. Cancellation insurance information.

B. Timing of Request

1. Ninety days in advance for trips to foreign countries.
2. Ninety days in advance for overnight trips submitted to Superintendent or Board of Education.
3. At least three weeks in advance for day trips submitted to principal.
4. Exceptions to the above timing may be approved on a case by case basis.

II. Site Evaluation

- A. The sponsor shall visit or be familiar with the site of the trip before the trip is taken.
- B. If lodging is needed, appropriate review of accommodations is required including fire prevention precautions and fire exits so that sponsors can conduct a required fire drill prior to bedtime.
- C. If swimming is one of the planned activities, a duly certified lifeguard must be provided.

III. Travel Arrangements

The Sponsor will make the necessary travel arrangements at the lowest reasonable cost. The use of a travel agent is discretionary, but it should be remembered that under certain conditions, a travel agent could reduce the cost of the trip. Trip cancellation insurance information should be made available to participants through the travel agent. The Field Trip/Medical permission slip shall be taken on the trip by the sponsor. Following the completion of the trip, the Field Trip/Medical permission slip will be retained by the principal until the end of the school year or at least one full year in the event of an extraordinary occurrence or emergency on the trip.

A. Public Carriers

1. The Board shall not transport, or enter into a contract to transport, students under the age of twenty-one years to and from school and to activities in any motor vehicle accommodating more than nine students other than a licensed public carrier or school bus

Regulations cont'd.

conforming to the provisions of Section 14-275 of the Connecticut General Statutes and Board Policy on Use of Privately Owned Vehicles.

2. A licensed public carrier will be required to have appropriate insurance coverage. When the sponsor makes travel arrangements through the Transportation Department, only carriers who meet these requirements for in state or out of state trips will be provided.
3. If a trip is arranged by a sponsor and not through the Transportation Department, the sponsor is responsible to obtain appropriate certificates of insurance from a licensed public carrier.
4. All students participating in field trips for which transportation is provided are expected to travel to the event and return to school together on school transportation. All participants are to remain under the supervision of the teacher(s), other school official(s), or designated chaperone(s) at all times until they return to school. When school transportation is provided, participating students must ride it both ways; parent chaperones and/or others may not drive students to or from the site of the trip by private transportation. Exceptions to this rule may be allowed only with advance written permission from the school principal or his/her designee, granting exceptions only for emergencies, extreme hardships, or other unusual, extenuating circumstances.

A. Private Transporting

School buses are provided as the primary means of transportation. However the Board recognizes that there are times including special incidental, unplanned and/or emergency circumstances when a small number of students may need to be transported, and that buses may not be the most cost effective or environmentally friendly method of transport. To this end, the Transportation Department has several vans available for use. Students should not be transported in a privately owned vehicle unless no other means of transportation is available. Prior authorization is required from the Superintendent and/or his/her designee for use of privately owned vehicles except in emergency situations. This language reflects language found in Policy 3541.4 Use of Privately Owned Vehicles.

1. The Town of Trumbull has vans which can hold up to eight people (driver included). Booking is on a first-come, first-served basis by contacting the Transportation Department. There is no charge for van use. Please see Policy 3541.4 Use of Privately Owned Vehicles for details in use of these vans.
2. If a private car is to be used, the driver must have a valid driver's license, car registration and appropriate amount of insurance coverage. (Appendix D).
3. Minors eligible to drive or students over the age of eighteen who will be driving a vehicle owned by a parent/guardian must have a permission form co-signed by their Parent/Guardian. They must be eligible to carry passengers based upon current motor vehicle law. (Appendix D)

Regulations cont'd.

4. Students who will be transported must complete a Parent/Guardian permission slip. (Appendix E)
5. Teachers, coaches or other paid employees needing to provide transportation using a privately owned vehicle are required to hold an operators' license endorsement, and must have prior authorization from the Superintendent and/or his or her designee.
6. Transportation to and from school, or between schools, for purposes of work experience and community service activities shall be the sole responsibility of the individual student and his/her parent/guardian.

IV. Insurance

The sponsor, as well as the visited facility, shall provide satisfactory evidence that there is insurance coverage for each participant.

- A. Each participant must be covered by insurance that includes accident, sickness, personal property coverage, and coverage against injuries or damages to all persons or property whether or not associated with the field trip and all other full liability coverage.
- B. Any one who drives his/her car for the purpose of transporting students on field trips must show evidence of automobile insurance coverage and must have a minimum of \$100,000/\$300,000 insurance coverage. In the event of an accident, the driver's insurance becomes primary. The Town insurance will assume coverage where the driver's insurance is exhausted.
- C. Prior to approving sponsorship of out of the state student travel, the Board of Education requires a certificate of insurance from the adult sponsor which represents the existence of primary liability coverage related to the claims of negligence associated with the particular trip.

V. Safety Provisions

A. Homeland Security Conditions

1. Prior to organizing any field trip to large, urban centers or out-of-state, the sponsor of the field trip must notify the school principal.
2. The school principal will contact the Superintendent and/or his/her designee to discuss the field trip request.
3. The Superintendent and/or his/her designee will either request further information from the sponsor or will provide the school principal with a decision regarding approval of the trip based on the alert level from Homeland Security.
4. The Superintendent and/or his/her designee, during high alert levels (i.e., orange, red) will keep the Board of Education informed of specific concerns.

Regulations cont'd.

B. Special Conditions/Medical Concerns

1. The sponsor must be aware of special conditions that might affect the safety and well being of trip participants, and inform the principal of such conditions.
2. It is the responsibility of the sponsor to point out special conditions to parents and to trip participants before the trip is taken so that every reasonable effort can be made to avoid possible accidents and consequent negligence.
3. The sponsor should elicit from participants any special dietary needs.
4. The sponsor will obtain from the site a list of emergency phone numbers.
5. The sponsor shall be aware of any special medical problems, allergies, handicaps, special prescriptions, etc., of students going on a field trip.
6. The sponsor shall provide the school nurse with a written list of the trip participants one week prior to the trip.
7. The building principal and school nurse will make a determination as to what precautions and/or trained personnel are required to attend the field trip in order to reasonably accommodate the health needs of students. Administration of medication by school personnel must be clearly defined, i.e. signed medical orders, signed parent/guardian permission, properly labeled containers, etc. The principal and the school nurse may determine that based on the health needs presented and the risks associated with the field trip that personnel trained in the administration of medication, emergency care and anaphylaxis must attend the field trip. In the event that appropriately trained personnel cannot attend the field trip, the trip will not be approved.
8. The school nurse shall review all student medical problems with the sponsor, as well as any Individualized Health Care Plan (IHCP) and Emergency Care Plans (ECP).
9. The school psychologist and/or social worker will review with the sponsor IEPs or 504 Accommodation Plans for students attending the trip.
10. The school nurse shall review all student medication(s) with the sponsor. This shall include the procedural aspects of medication administration, desired effect and possible side effects of the medication, the safe handling and storage of the medication, and documentation of the administration of medication(s).
11. The sponsor shall take whatever reasonable emergency measures he/she deems necessary when a medical emergency arises.

Regulations cont'd.

C. Medication Administration

All Board policies and protocols for the administration of medication and for providing medical care or assistance should be followed on the trip. With prior approval and planning, self-administration of medication may occur on field trips in accordance with Board policy for the administration of medication and related State regulations or guidelines, as well as Connecticut law.

1. The school nurse will provide the sponsor with the appropriate doses of prescription or over the counter medications prescribed for individual students who will need a dose during the trip. All medication should remain in the possession of the sponsor; only the sponsor or other trained school personnel may administer medication. Students may not carry any prescription and/or over the counter medications. In limited circumstances, self-carrying and self-administration (with supervision from sponsor) of asthma inhalers, emergency auto injectable cartridges, and blood glucose meters with self-testing, shall be permitted in cases where the appropriateness has been evaluated by the school nurse and prescribed by the primary care provider and written approval has been given by the parent/guardian.
2. The school nurse will prepare each dose of a medication needed during the trip, place it in an envelope labeled with the student's name, name of medication, and time of administration, and give it to the staff member designated to administer the medication during the field trip.
 - a. Students requiring medication must always be in the company of the adult responsible for administering the medication.
 - b. The individual who administers the medication must document this on the individual medication administration record or on a separate sheet of paper that may then be affixed to the record upon returning to school.
3. Any medication transported on a field trip will be stored in a safe manner with the individual designated to administer it.

VI. Notifications

A. Parents/Guardians

1. A completed Field Trip/Medical permission slip shall be obtained from the parent/guardian of each student participant before a student is allowed to participate. In addition, for each trip out of Trumbull, a Field Trip Informational form shall be sent to parents/guardians of student participants. No child will be able to attend the field trip without a fully complete Field Trip/Medical Permission Slip with original parent/guardian signatures. No faxes, phone calls, etc. will be accepted, only this form.
2. Field Trip information: Purpose of trip, place to be visited, date and approximate time of departure from and arrival back at the school, type of transportation to be used, lodging (if necessary), trip cancellation insurance information and the total costs of the trip, if any. Also specify any required wearing apparel or equipment needed.

Regulations cont'd.

3. Information about any special medical problems, allergies, handicaps, special prescriptions, special diet, etc., should be requested on the slip.
4. It should be noted that a parent/guardian does not waive any legal rights when signing a permission slip.
5. If fund raising is available, students may be urged to participate to help defray the cost of the trip.
6. Parents/guardians are responsible for obtaining trip cancellation insurance and for pursuing reimbursement for a cancelled field trip from the travel agent or the travel insurance carrier.
7. Parents/guardians must sign, with their child, a Student Contract for Overnight Field Trips.
8. In the event that a student must return to school independently for reasons of health, accident, failure to conform to rules established by the teacher/sponsor in charge, etc., the parent/guardian agrees to accept full responsibility for and to pay for the cost of medical care, transportation and other incidental expenses.

B. Students

1. The sponsor shall acquaint the student with the purposes of the trip and point out what they are to look for and observe.
2. Where possible, the sponsor shall involve students in the actual planning of the trip
3. The sponsor shall inform the students as to appropriate dress, what materials they may take with them and that the Standard of Conduct policy is in effect including consequences for non-compliance.
4. The sponsor shall inform the students that all policies pertaining to any type of misconduct will be strictly enforced. The sponsor will review with students behavioral expectations for the trip, and specifically remind students that possession, use, or distribution of tobacco, alcohol, or illegal substances or being under the influence of alcohol or illegal drugs is prohibited. Additional trip rules may be added. Students should be advised that a failure to follow the Standard of Conduct, Board policy, or trip rules may result in a forfeiture of the student's participation in the trip, any future field trips, and/or results in other disciplinary measures, including but not limited to, suspension and/or possible expulsion from school.
5. For all overnight field trips, the sponsor will provide students and parents/guardians with a Student Contract for their review and signature.

C. Alerting the School Cafeteria

1. If a trip will cause students to miss lunch, the sponsor must alert the principal at least one week in advance.
2. The principal will then notify the cafeteria at least one week in advance of the number of students who will be absent on a specific date because of the trip.

Regulations cont'd.

3. The principal must also notify the cafeteria at least one week in advance of any students participating in the field trip that would normally receive a free or reduced price lunch. The cafeteria will prepare an equivalent bag lunch for the student to take on the trip.

D. Any student not attending a field trip must be provided with the regular instructional activities developed by the classroom teacher who is on the field trip. The school principal will monitor this situation for quality educational experiences for students not attending a field trip.

VII. Supervision Requirements

It is understood that one of the school employees (principal, teacher, band director, etc.) is the sponsor for the trip and that all other employees/non-employees will be considered volunteer chaperones.

A. Adult Chaperones

1. Adult chaperones including other school personnel, parents, etc. will accompany the group and must be briefed on special instructions beforehand by the sponsor as to the purpose of the trip, special conditions, procedures, pertinent medical and dietary information, responsibilities and expected behavior.

2. The following ratios are suggested as to approximate proportion of adult chaperones, exclusive of the sponsor, to students keeping the nature of the activity in mind.

Elementary – one adult for five to ten students

Secondary - one adult for ten to twenty- five students

The sponsor should be aware that the above ratios may have to be modified based on the request of certain institutions or otherwise be modified when warranted based upon the nature of the field trip and all attending circumstances and any inherent risks.

3. Use of smoking and tobacco products, alcoholic beverages, or any illicit substance is prohibited during the field trip.

B. Keeping Control

1. Before leaving and returning on any field trips, it is the responsibility of the sponsor to determine the number and names of students involved in the trip to make sure that all are present and accounted for. Identification may be requested by the sponsor/chaperone at any time, and safety and security should be prominent factors in all decisions.

2. The Standard of Conduct policy is in effect on all field trips and shall be made specific for each trip.

3. Students shall stay together in groups, and under no circumstances may a student leave a group without the permission from the sponsor or a duly designated chaperone.

4. When it is necessary or appropriate for students to leave the group, they should obtain permission of the sponsor or chaperone and indicate when they will return to the group. Students shall report to the sponsor or chaperone immediately upon the return to the group.

Regulations cont'd.

5. Guides at the place visited should be used if available and suitable in terms of stated purpose and cost.
6. For overnight trips, there must always be at least 2/3 of all chaperones on duty until all students are in their rooms for the night. The sponsor may develop a rotating schedule for chaperones' "off duty" time. During their "off duty" time, all chaperones must be "on call" in case of emergencies, and therefore the sponsor must be informed of their planned whereabouts and be given a number where the chaperone may be contacted.

D. Student Privileges

1. Adequate time shall be allowed for lunch (or dinner) at a pre-determined place if the trip is of sufficient length.
2. Students shall be given the opportunity to collect information not necessarily related to the stated purposes of the trip itself but considered to be educationally valuable.

E. Contact with School

1. The sponsor must notify the principal/Superintendent if students are to be delayed or the itinerary changed for extended trips.
2. All students participating on field trips must provide an emergency telephone number requested on the Field Trip/Medical permission Slip. In the event of an emergency and the parents cannot be notified, the emergency contact person will be duly notified.
3. Should any exceptional occurrences or medical emergencies arise, the sponsor must notify immediately the principal/Superintendent.

VIII. Post-Field Trip Requirements

A. Reports

1. Within 10 days after the completion of the trip, the sponsor shall make a report to the principal as to its success. (Appendix F)
2. Out-of-state trips require a written report to be submitted to the Superintendent or designee.
3. If transportation or other trip details have proven unsatisfactory, the sponsor shall so report to the principal for follow-up and correction for the next similar trip.
4. In the case of exceptional occurrences or medical emergency, the sponsor shall furnish the principal in writing with complete details of apparent cause and effect.

IX. Cancellation

The sponsor (teacher or administrator) shall have the responsibility for the cancellation of the event as well as for the return of any unexpended funds. The Board of Education is not responsible for any field trip reimbursement or the pursuit of reimbursement from the travel agent or the travel insurance carrier due to cancellation of a trip, under any circumstances.

Guidelines for Sponsors

PHYSICALLY DISABLED STUDENTS ON GENERAL EDUCATION CLASSROOM FIELD TRIPS

General education teachers who have a child with a disability, particularly one who is physically disabled, in their classroom may find that extra planning is needed to ensure that a field trip is successful for students. The special education teacher and paraprofessional are available to assist in this planning when needed.

1. When you plan a field trip to a museum, public building, etc., call the facility to ask whether the building is accessible to individuals with handicaps. Not only should the entrance and exit be accessible, but the entire facility, including indoor and outside locations such as loading and unloading areas, parking areas, curbs, the route of the tour, dining facilities and restrooms.
2. Notify people at field trip site that a student with a disability is part of a group of students who will be visiting the site. Inquire as to the nature of accommodations that are available and/or whether an extra guide may be available on site to facilitate travel through the building.
3. Ask if a floor plan of the building is available so you can see where the handicapped entrance is. (Sometimes it is separate from the main entrance.) Also, a floor plan will show you the location of elevators and emergency exits.
4. If a field trip is planned to an outdoor area, the outdoor area must also be accessible. Blacktop or paved walkways are important. Loose stones, sand, sloped areas or bumpy terrain are not conducive to students with handicaps and particularly those with physical handicaps who may use wheelchairs or other ambulatory aids.
5. If you are unable to get satisfactory information from the field trip site regarding available accommodations for a physically disabled youngster, make arrangements for a staff member to visit there before final plans are made.
6. Call the Trumbull Public Schools Transportation Office in advance to ensure the availability of a wheelchair bus for the date and times needed.
7. A paraprofessional will accompany the disabled student on the field trip as specified on the student's IEP. Try to assign the student to a group of nondisabled students, along with another adult (teacher or parent volunteer). This will eliminate a possible problem during an emergency when the paraprofessional would remain with the disabled student. Assigning the student to a group will also allow inclusion and socialization with peers.
8. Several days before the field trip, call the site again. Remind the contact person that there will be a student with a physical disability included with group of students visiting (on a specified date). Ask for confirmation that access is available. Also, if a wheelchair bus is required, call Trumbull Public Schools Transportation Office and double check that a wheelchair bus will be made available at the correct time and location.

Guidelines cont'd.

9. Keep the Special Education teacher and paraprofessional informed if any difficulties arise in planning so that problems may be resolved. This will eliminate last minute confusion and possible exclusion of the student with disabilities from part or all of the field trip.
10. If at all possible, on the day of the field trip give the paraprofessional a copy of the field trip agenda noting when and if students will be moving from floor to floor. This information is helpful in advance to plan routes and save guesswork and time.
11. Have the students and adult who is assigned to the disabled student's group ride on the bus with him or her.
12. Try to ensure that the field trip presentation does not begin until the student with disabilities has arrived.
13. When the field trip is over, make sure the special bus has arrived before the other buses leave.
14. The classroom teacher is responsible for all students in his/her class, including a student with a disability. The teacher makes decisions and provides direction to the paraprofessional whenever necessary.

Guidelines Revised: 4/95, 5/22/02, 01/08/09, 10/15/13

References

- Section 10-235, Indemnification of teachers, Board members and employees in damage suits; expenses of litigation, General Statute of Connecticut, Revised January 1, 1980.
- Section 14-275a, Use of standard school bus required, when..., General Statute of Connecticut, revised January 1, 1979.
- Section 10-212a, Administration of Medications in Schools, at Athletic Events, and to Children in School Readiness Programs
- Section 10-212a-1 to 10-212a-10, Regulations for the Administration of Medication by School Personnel
- Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act Amendments Act of 2008
- Trumbull Board of Education Policies:

Administration of Medication to Pupils, Policy Code: 5141.21
Standard of Conduct, Policy Code: 5131
Student Absences and Procedures, Policy Code: 5113.1
High School Attendance/Loss of Credit, Policy Code: 5113
Student Conduct on Buses, Policy Code: 5131.1
Fund Raising, Policy Code: 1324
Use of Privately Owned Vehicles, Policy Code: 3541.4
Student No Smoking and Tobacco Use, Policy Code: 5116
Staff No Smoking and Tobacco Use, Policy Code: 4118.231
Student Possession and Personal Use of Electronic Devices and
Protocol for the Use of Technology, Policy Code: 6141.328

**TRUMBULL PUBLIC SCHOOLS
FIELD TRIP REQUEST**

- FORWARD ONE COPY OF THE PRINCIPAL'S APPROVED REQUEST TO THE OFFICE OF THE ASSISTANT SUPERINTENDENT AT LEAST THREE (3) WEEKS PRIOR TO DATE OF TRIP FOR DAY TRIPS, AT LEAST NINETY (90) DAYS PRIOR FOR OVERNIGHT TRIPS AND TRIPS TO FOREIGN COUNTRIES.
- IF SCHOOL OR COACH BUSES ARE INVOLVED THE APPROVED REQUEST WILL BE FORWARDED TO THE TRANSPORTATION DEPARTMENT.
- CONFIRMATION WILL BE FORWARDED FOLLOWING APPROVAL.

Date Submitted _____ Submitted By _____ Trip Date _____
 School _____ Group _____
 Destination _____ Address(Directions) _____

 Time: Leave School _____ Leave Destination _____
 Arrive Destination _____ Arrive At School _____
 Itinerary _____

How will this activity enhance student learning and integrate curricular goals?

Number of Students _____ Grade Level _____ Number of Adults _____
 Teacher(s) _____

Substitute Required? Yes No Nurse Notified _____ Date _____
 Initials

Transportation: School Buses Coaches Parents Driving
 (parents must sign parent driver form)

To be arranged by: Transportation Office School Office

Any Special Considerations _____

<u>Costs:</u>	<u>Amount</u>	<u>To Be Paid By</u>
Transportation _____	_____	_____
Other _____	_____	_____

Principal's Approval _____ Date _____
 Assistant Superintendent _____ Date _____

This section to be completed by Transportation Department. Confirmation will be forwarded.

The trip schedule will be as follows:
 Leave School _____ Arrive Destination _____ Leave Destination _____ Arrive School _____
 Number of Vehicles _____ Cost per Vehicle _____ Total Cost _____

 Supervisor of Transportation _____ Date _____

**TRUMBULL PUBLIC SCHOOLS
FIELD TRIP INFORMATIONAL FORM**

Dear Parent or Guardian,

Please review the information listed below regarding your child's upcoming field trip. Keep this form for reference. Accompanying this informational form is a Field Trip/Medical Permission Slip which you are to complete and return no later than _____ / _____ / _____. If you have any questions, please call me.

_____	_____
Name of Child	Sponsor

	School

	Phone

- I. How will this activity enhance student learning and integrate curricular goals _____

- II. Place (s) to be visited _____

- III. Date and time of departure from school _____
- IV. Date and time of approximate return to school _____
- V. Type of transportation to be used * _____
- VI. Lodging _____
- VII. Total cost of trip to student _____
- VIII. Trip cancellation insurance information (Parents are responsible for obtaining trip cancellation insurance and for pursuing reimbursement for a cancelled field trip from the travel agent or the travel insurance carrier.)

- IX. Recommended wearing apparel _____

* If parents/students are to drive, have Parent Driver Form – Field Trips Form completed.

Approved: 10/15/13

TRUMBULL PUBLIC SCHOOLS
FIELD TRIP/MEDICAL PERMISSION SLIP

ALL MEDICATION TO BE DISPENSED DURING THIS FIELD TRIP MUST BE IN THE NURSE'S OFFICE BY NOON ON THE DAY PRIOR TO THE FIELD TRIP OR THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE.

DATE OF APPLICATION _____

DATE OF FIELD TRIP _____ DESTINATION _____

NAME OF STUDENT _____ HOME PHONE _____

BUS Phone _____

PARENT/GUARDIAN _____ CELL PHONE _____

BUS Phone _____

PARENT/GUARDIAN _____ CELL PHONE _____

EMERGENCY TELEPHONE NUMBER

NAME _____ PHONE _____

RELATIONSHIP TO STUDENT _____

FIELD TRIP

I fully understand the nature of the program in which my son/daughter will be participating and hereby give my

permission for _____ to take the field trip. I fully understand that my son/daughter is to abide by school policies and regulations regarding conduct and use of drugs or alcohol.

I realize that my signature below relieves the Trumbull Board of Education of any financial obligations due to trip cancellation for any reason, including Board or administrative action.

Date

Signature of Parent/Guardian

MEDICAL

If your child has any special medical problems, allergies, dietary needs, handicap, special prescriptions, etc., please list: _____

If any emergency medical procedures or treatment are required during the trip, I consent to the trip supervisor(s) taking, arranging for or consenting to the procedures or treatment in his, her or their discretion. I release and waive and further agree to indemnify, hold harmless or reimburse the Board of Education, the individual members, agents, employees and representatives, thereof, as well as trip supervisors, from and against any claim which I, any other parent or guardian, any sibling, the student, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or injuries arising. Parents are responsible for obtaining trip cancellation insurance and for pursuing reimbursement for a cancelled field trip from the travel agent or the travel insurance carrier.

In the event that a student must return to school independently for reasons of health, accident, failure to conform to rules established by the teacher/sponsor in charge, etc., the parent/guardian agrees to accept full responsibility for and to pay for the cost of medical care, transportation and other incidental expenses. This permission slip also serves as a contract that the student and parent/guardian understand and agree to the guidelines from each teacher as to making up missed assignments.

Signature of Parent/Guardian _____

NO CHILD WILL BE ABLE TO ATTEND THIS FIELD TRIP WITHOUT A FULLY COMPLETED FIELD TRIP/MEDICAL PERMISSION WITH ORIGINAL PARENT SIGNATURES. NOFAXES, PHONE CALLS, ETC. WILL BE ACCEPTED, ONLY THIS FORM.

**TRUMBULL PUBLIC SCHOOLS
STUDENT/TEACHER/PARENT DRIVER FORMS**

Use of a Privately Owned Vehicle

NAME _____ TELEPHONE _____

ADDRESS _____ SCHOOL _____

I am aware that I must have liability insurance coverage of \$100, 000/\$300,000 in order to be eligible to drive school children on field trips and that in the event of an accident, my liability insurance becomes primary – the town insurance will meet coverage where my insurance coverage terminates. Furthermore, I agree to comply with all laws relating to driving, including requiring the use of seat belts in my car. If I am a student, I will not take other students in my car unless it is allowed under the current law.

Student/Teacher/Parent Signature _____ Date _____

Student's Age: _____ DOB: _____

Parent/Guardian Signature: _____
Signature of Parent/Guardian required if student driver is under 18
or is over 18, but is not the owner of the vehicle being used.

Insurance Carrier _____ Date of Trip(s) _____

Policy Number _____

Expiration date: _____

**TRUMBULL PUBLIC SCHOOLS
Parent Guardian Permission Slip for Transportation in Private cars.**

Student's Name: _____

Student's Homeroom _____

Home Phone: _____

Student #: _____

Cell Phone: _____

School Activity: _____

Place of Transport: From: _____

To: _____

I understand that this is a school sponsored activity and that there is no bus or van transportation available, therefore the use of private cars is necessary. Primary liability will be the responsibility of the driver of the vehicle, the town insurance will meet coverage where that insurance coverage terminates.

I hereby give permission for my son/daughter _____ to be transported by private cars.

Parent /Guardian signature _____

Date: _____

**TRUMBULL PUBLIC SCHOOLS
POST FIELD TRIP REPORT**

The sponsor of the trip in conjunction with the volunteer chaperones (employees/non-employees) will complete and submit this report to the building administrator within 10 school days of completion of the trip. Please provide both negative and positive comments.

TRIP _____

SCHOOL(S) _____

SPONSOR _____

PURPOSE OF TRIP _____

Do you feel the trip was successful? Yes _____ No _____

Please comment _____

DISCLOSURE: Were any gifts/gratuities and/or promotional items received? ___ Yes ___ No

If yes specify: _____

How was this used to benefit the trip or the school. _____

Signed _____

Date _____