

GREENWICH PUBLIC SCHOOLS
Greenwich, Connecticut

Policy E- 002 – WHOLE STUDENT DEVELOPMENT

Procedure E-002.10 - Extended Field Trips

When is advance approval required? Extended field trips are those which extend beyond one day (involve an overnight stay of any duration). All extended field trips require advance written approval from the Deputy Superintendent.

What do faculty sponsors and administrators need to do before completing the attached approval form? Those considering such trips should discuss their preliminary plans with the appropriate school and/or program administrators (including the athletic director) before engaging in fundraising, discussing with students or parents, making preliminary commitments, or otherwise setting expectations. No announcement of such trips shall be made until final approval has been granted. If the school and/or program administrator support the plan, the faculty sponsor and the administrators must submit the attached form (completed and signed) to the Deputy Superintendent for review and approval.

How much in advance does the form need to be submitted? The form must be submitted as soon as planning is complete and no later than two (2) weeks prior to the scheduled trip. Because of the additional implications for Title IX, all extended field trips involving interscholastic teams must be submitted by June 15th of the school year prior to the school year when the trip will take place. Please see related Procedure E-002.9 INTERSCHOLASTIC ATHLETICS, E-020.2 STUDENT ACTIVITY FUNDS, E-080.9 SOLICITING FUNDS for more information about factors that will impact decision-making about these trips.

What factors must be considered in the planning and approval of extended field trips and what information must be included on permission slips

1. The inherent educational value of the school trip.
2. The financial burden to the student and family. Financial support must be provided for students who cannot afford the trip.
3. Level and type of fundraising required whether through school-related activities and/or outside organizations (see related procedures).
4. Amount of school time to be missed. (Permission Slip)
5. Adequacy and appropriateness of supervision.
6. The potential physical risk to students posed by the nature of the trip and/or other variables including but not limited to health considerations (e.g., pandemic flu, H1N1, etc.).
7. The safety and well-being of staff and students. The Board of Education and the Town of Greenwich have the potential for major liability regarding international field trips.
8. Prior approval of a trip may be revoked at any time in response to the potential threats posed by political events taking place in the region and/or in response to other circumstances including but not limited to health considerations (e.g., pandemic flu, H1N1, etc.). In such instances the Board of Education is not responsible for the loss of deposits or other pre-committed funds (Permission Slip)
9. Type and level of insurance coverage for all aspects of the trip including but not limited to travel providers, medical (students and chaperones), and the availability of cancellation insurance (Permission Slip)
10. Equity in terms of Title IX and other relevant statutes and policies. See Procedure E-020.2 for additional information about the Title IX Athletic Equity Fund.
11. Accessibility and provision for the needs of students with disabilities. (Permission Slip)
12. Alignment and compliance with other related Board Policies and District Procedures.

Revised September 2009

**Greenwich Public Schools
EXTENDED FIELD TRIP REQUEST FORM**

Basic Information

School: _____ Date of Request: _____

Group: _____ Destination: _____

No. of Students: _____ Departure Date: _____

No. of Teachers: _____ Return Date: _____

Faculty Sponsor: _____

Requirements	Explanation/Rationale (attach additional sheets if necessary)
1. Purpose: Inherent educational value of the school trip, alignment with curriculum.	
2. Estimated total cost of the trip.	
3. Estimated cost per student.	
4. Provision for students who cannot afford the trip.	
5. Fundraising – Has fundraising plan been submitted and approved?	
6. Number of school days missed.	
7. Funding source for substitutes.	
8. Provision for students to make up work missed.	
9. Adequacy and appropriateness of supervision (e.g., number of students per chaperone).	
10. The potential physical risk to students posed by the nature of the trip and/or other variables including but not limited to health considerations (e.g., pandemic).	
11. Type and level of insurance coverage	<i>Please attach proof of insurance</i>
a. <i>Transportation</i> (sep. insurance coverage must be submitted for each carrier unless this is provided as part of a “turnkey” arrangement with a travel agency).	
b. <i>Trip cancellation</i> (Available? Cost? Required or optional?)	
c. <i>Medical insurance</i> for students and chaperones.	
12. Accessibility and provision for the needs of students with disabilities?	
13. Confirmation that permission slip and general trip information contains all required information (attach copy if available).	
14. How will chaperone costs be covered? Will chaperones incur costs and/or realize any financial benefit from their service?	

1. I request the approval of this trip and accept responsibility as its sponsor.

_____ Date
Faculty Sponsor

2. Signatures below indicate approval of this trip (please remember date).

_____ Date
Principal

_____ Date
Coordinator / Program Administrator (if applicable)

_____ Date
Title IX Coordinator (if applicable)

_____ Date
Ass't. Supt. for Business – or - Dir. of Budget & Systems

_____ Date
Deputy Superintendent

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