

Regulation 5050 (a)

Students

Field Trips

The administration endorses the use of field trips as a valuable educational tool that can enhance classroom learning activities. To that end, the following regulations shall apply.

Approval

In-state field trips require approval from the Building Principal.

Out-of-state field trips within the continental United States require Building Principal approval, who will then inform the Superintendent of Schools.

International field trips require approval by the Superintendent of Schools and notification to the Board of Education, with the use Form #2.

International trips shall be proposed and approved by the Superintendent in accordance with the Procedures and Timelines for International Trips located in Appendix A

Principals requesting permission for any trip involving student placement with host families must include specific information regarding the host family aspect of the trip in the trip proposal presented to the Superintendent or his/her designee.

In no situation should field trips take place unless the requisite approval has been obtained beforehand in advance.

School Sponsored Trips

Principals are to review staff members' field trip requests as those requests pertain to Board policy. A Principal may consult with the Superintendent of Schools, or his/her designee, as necessary.

Copies of the field trip request forms are to be distributed as follows:

1. School office file
2. Accounting Supervisor (or the Superintendent of Schools if the field trip is overnight or involves the use of private vehicles).

Students

Field Trips

Procedures noted below must be followed by the teacher when conducting an approved field trip.

I. Pre-Planning

A. Pre-Planning

1. The teacher-sponsor must check with the Principal before involving students and/or parents in planning.
2. Where student contributions are requested, the teacher-sponsor shall present a proposal regarding the funding sources to be used or fund-raising activities planned in order to provide for students who are unable to meet costs.

B. Knowledge of Location to be Visited

1. The teacher-sponsor should visit or be familiar with the site of the trip before the trip is taken.
2. If the teacher-sponsor is unable to comply with item #1 listed above, he/she should consult with other staff members who have visited the field trip location to obtain specific information as to its educational value for students of the participating grade level.

C. Statement of Purpose – Form #1

1. A written statement indicating the objectives of the trip and its relationship to the curriculum shall be submitted to the Principal by the teacher-sponsor on Form #1, Field Trip Request and Evaluation. This statement must clearly note how the trip relates to the curriculum.
2. If a trip is being taken chiefly for enrichment purposes, it should be presented as an enrichment activity and detailed on Form #1 as to how it will benefit students.
3. The Principal shall review the statement of purpose before recommending the trip to the Superintendent for approval.

D. Safety Provisions

1. **Review of Possible Hazards**

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- a. The teacher-sponsor should investigate possible hazards to the safety and well-being of trip participants and inform the Principal of such hazards. (i.e.: Ropes Course)
- b. Possible hazards shall be disclosed to parents in writing and to trip participants before the trip is taken so that parents can make an informed judgment as to whether to permit their child(ren) to participate. For international trips, parents will fill out Forms #4 and #5, Medical Information and Protocols.
- c. In no case shall a field trip be approved that presents an undue hazard or conditions inappropriate for the age or grade level of students participating in the field trip.
- d. Some sporting and/or outdoor activities commonly considered potentially hazardous (including skiing, mountain climbing, scuba diving, etc.) may require special insurance arrangements. In the case of field trips involving these or similar activities, the Principal should review planned activities with the Business Manager to verify the availability of insurance coverage and/or any special conditions imposed for the approval of such field trips.

2. Accommodation of Students' Health Conditions

- a. If a student will require accommodations for a health condition while on a field trip, teachers and/or other adults attending the field trip should be aware of the student's individualized health care plan and/or need for accommodations (e.g. prescriptions, allergies, behavior plans, or other individualized needs).
- b. Teachers should plan emergency measures to be taken if a medical emergency arises, including provisions to implement emergency health care plans for specific students who require such plans.

3. Transportation

- a. Ordinarily, the Principal will make travel arrangements when the regular school bus carrier is involved.
- b. When determined to be more economical and/or feasible, school buses, charter, or some other form of public carrier should be considered for transportation, as long as adequate insurance coverage is provided by the public carrier.

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E. Notification of Parent

1. Before the student is allowed to participate, permission slips shall be obtained from the parent or guardian of each student participant. Permission slips shall be taken on the trip by the teacher-sponsor and retained after completion of the trip by the Principal for a length of time concurrent with Regulation 5210 (currently 3 years). (system-wide form)
2. Information given by the teacher on the permission slip shall include: (a) the purpose of the trip, (b) the place to be visited, (c) the date and approximate times of departure from and arrival back to the school, (d) the type of transportation to be used, (e) total costs, if any, (f) a release to seek emergency medical attention as needed, and (g) any required apparel or equipment needed.
3. The permission slip should request information about any special medical problems, allergies, handicaps, special prescriptions, etc., of which a chaperone should need to be aware. For international or overnight trips, a medical certification from the student's physician may be required.
4. Standard permission slips guides will be available at each school office. Modifications may be made to accommodate special circumstances for particular trips.
5. A detailed and timely itinerary should be sent to parents for all trips out of Waterford.

F. Notification to Cafeteria Personnel

If a trip will cause students to miss lunch at school, the teacher-sponsor shall notify cafeteria personnel several days in advance of the number of students that will be absent on the specific date.

G. Preparation of Students

1. The teacher-sponsor shall acquaint the students with the purpose of the trip and point out what to focus on with respect to the curriculum.
2. The teacher-sponsor shall inform the students as to what is expected of them in the way of behavior and dress and of what materials they may take with them.

Students

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II. Procedures on the Trip

A. Supervision

1. Teachers, administrators, and other adults acting as chaperones are expected to exercise supervisory responsibilities.
2. Supervisory personnel must be continuously alert to reasonably anticipate possible hazards.
3. Visiting guides, if available and suitable, should be used.
4. Adult chaperones (e.g., other staff personnel, parents, etc.) may accompany the group and should be briefed by the teacher-sponsor as to purposes of the trip, possible hazards, procedures, supervisory responsibilities, etc., and should receive a copy of any written procedures. Chaperones who are not employees of the district shall not be permitted to supervise students without a staff member present.
5. Per Board policy, all “overnight” trips must be approved by the Superintendent of Schools at least six (6) months prior to the trip. In those cases, the names and ages of all chaperones must accompany the request for approval submitted to the Superintendent of Schools. Chaperones who are not employees of the district shall not supervise students on overnight trips without a staff member present unless such chaperones have been subject to a check of the Department of Children & Families Registry. Additionally, chaperones attending out of state or international field trips will be subject to criminal background checks via the State of Connecticut Judicial search online at <http://www.jud2.ct.gov/>.
6. The following ratios are suggested as to approximate proportion of adult chaperones (inclusive of the teacher-sponsor) to students in terms of grade level:

Grade	Adults : Students
PK– 3	One : Five
4 – 6	One : Eight
7 – 8	One : Ten
9 – 12	One : Fifteen

Names of chaperones will be placed on record in the Principal’s office prior to the trip.

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7. Chaperones will be apprised of their responsibilities by the teacher in charge.
8. Students will be informed of their obligation to adhere to the directions of the “teacher in charge” and chaperones.
9. Students will demonstrate equal respect for the teacher in charge and for adults serving as chaperones. Students not displaying such deportment will be reported to the Principal by the teacher in charge subsequent to return from the field trip. The Principal will take disciplinary measures as he/she deems appropriate.
10. The sponsoring teacher-sponsor must notify the Principal if students are to be delayed or if the itinerary is substantially changed for extended trips.
11. Should any accidents or medical emergencies occur, the teacher must immediately seek medical or emergency treatment for the student, notify the Principal and notify the student’s parents of the situation and the need for such treatment.

B. Group and Individual Activities on the Trip

1. Adequate time should be allowed for lunch (or dinner) during the field trip.
2. Time should be allowed for toilet and washroom purposes.
3. Since the students are under the authority and responsibility of the school until they return to the school, each student shall remain with the group until return to the school.

C. Educational Activities

1. Every effort shall be made to ensure optimal learning by students on the trip.
2. If feasible, students shall be given the opportunity to collect other information not necessarily related to the stated purposes of the trip but considered to be educationally valuable.

D. Adult Behavior

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1. Adults, teachers, and chaperones shall, at all times, conduct themselves in such a way as to demonstrate the best example to students.
2. Students should not be left alone and adults shall stay with the group at all times, when appropriate.
3. Smoking, use of alcoholic beverages, or any illicit substance is prohibited during the field trip. The prohibition extends to all students, teacher-sponsor, and chaperones.

E. Student Behavior

The regular school behavior policy is in effect on all field trips.

III. Follow-up Activities

A. Reports

1. Within two weeks of the completion of the trip, the teacher-sponsor shall make a written report to the Principal as to its success, using Form #1, Field Trip Request and Evaluation.
2. If transportation or other details arranged by the Principal have proven to be unsatisfactory, the teacher-sponsor shall so report to the Principal for follow-up and correction for the next similar trip.
3. If an accident or medical emergency has occurred during the trip, the teacher-sponsor shall immediately furnish the Principal with complete written details as to apparent cause and effects and as to what actions were taken by teacher-sponsor.

B. Educational

1. At the first opportunity, the teacher-sponsor shall review the stated purposes of the trip and observations made on the trip with the group. A brief written evaluation shall be submitted to the Principal.
2. Appropriate communications expressing appreciation to those who hosted the group during the field trip are encouraged.

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3. The teacher-sponsor shall guide the group through a variety of suitable follow-up activities leading to additional learning as an outcome of the trip or as an introduction to other learning.

IV. Non-School Sponsored Trips

The Board of Education will not accept responsibility for trips not covered by Board policy.

Non-school sponsored trips planned 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. Teachers planning such trips should look to community agencies or organizations outside the schools. (In some communities, the YMCA, churches, recreation departments, etc., are used when organization sponsorship is needed.)

Summary Statement

Principals may request modifications to these regulations to suit the need of specific field trips from the Superintendent of schools or his/her designee. At the close of each school year, the administration will compile a list of field trips by grade and school in order to enhance communication between schools regarding field trips.

Students

Field Trips

International Field Trips

The following regulations apply to school-sponsored field trips taken outside of the United States.

Rationale

A field trip to a foreign country, properly supervised and defined, is viewed as the culmination of years of formal classroom study or a way to broaden the experience of the students. The field trip will enable students to apply the knowledge gained from classroom studies and provide an opportunity to visit sites and experience the cultures discussed in class. The lessons taught in class will be reinforced by actual experience in the appropriate setting.

No staff member or outside agency may use Board of Education facilities to organize, advertise or promote field trips or other events not specifically authorized or endorsed by the Board of Education during school hours.

All field trips abroad will have a minimum of eight (8) students in attendance.

General Procedures

- a. International field trips shall be related to course content.
- b. International field trips shall not be scheduled for days when school is in session.
- c. Teacher sponsors shall follow all guidelines, complete the attached checklist and Forms #2-9, and follow all regulations and timetables established in Appendix A.
- d. Selection of student participants shall be on a first come, first served bases, except that chaperones and trip sponsors may refuse students who have not demonstrated a record of responsible behavior.
- e. Participation in these trips may cause conflicts with obligations to athletic teams and other extra-curricular activities.
Students should recognize that participation in the trip may result in some loss of standing. Students are encouraged to discuss this situation with the coach or advisor prior to making the commitment to participate in the trip.
- f. Application and approval by Board of Education's Insurance Carrier must be in place before commencement of trip. Applications will be submitted to the Business Office for processing no later than eleven (11) months prior to the trip. The appropriate amount of insurance coverage should be in place before the trip is approved by the Board of Education (per protocols below in Form #10).

Students

Field Trips

Supervisory Regulations

For Students:

Student must recognize that they represent their school and their country in a foreign land. Therefore:

- a. All students will adhere to and sign the Student Contract, Form #7.
- b. Any damage or vandalism caused by a student to hotel rooms, buildings or any other location shall be the responsibility of the student and/or parents.
- c. Students shall be responsible for informing the chaperones of their activities and whereabouts at all times.
- d. Students shall be prompt and prepared for all activities.
- e. Students shall be prepared to meet any financial responsibilities of the trip as discussed with them and their parents.
- f. Students shall spend nights in their assigned rooms and observe designated curfews.
- g. Use or possession of alcoholic beverages, illegal substances or tobacco products in any form by all field trip participants is prohibited at all times, even if the local laws permit such use or possession.
- h. Students and/or parents shall provide information regarding existing medical conditions or restrictions and/or the need for the use of prescription drugs. Students shall provide a medical certification from their primary care physician stating that the student is fit for international travel with or without reasonable accommodations.
- i. No student shall leave the group without obtaining prior permission from a chaperone.
- j. The dress code shall be followed as discussed and reviewed by the chaperone(s) prior to the trip.
- k. Violations of the student conduct code may result in confinement to the presence of a chaperone, restriction from participation in activities or being sent home from

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Students

Field Trips

the trip at the expense of the student and parents. Decisions regarding sending a student home shall be in the sole discretion of the chaperone-in-charge.

For Chaperones:

- a. All official chaperones shall attend the pre-trip orientation meeting for students and parents. Any individual who is not a school employee shall be subject to a criminal background check and a check of the Department of Children & Families Registry prior to becoming an approved chaperone.
- b. There shall be an eight to one (8:1) ratio of students to chaperones. This may be adjusted at the discretion of the building Principal. In no case shall there be fewer than two (2) chaperones that are Waterford Public School staff.
- c. In situations where chaperones are in contact with students, they shall follow the same rules of conduct that apply to the students.
- d. Prior to the field trip, chaperones must submit to the school nurse the names of all field trip participants and receive a list of all existing medical conditions and the need for prescription medication.
- e. Chaperones shall follow the Emergency Medical and Illness Protocols regarding any student accident or illness that occurs on the trip.

Funding Procedures

- a. Non-students under the age of eighteen (18) who participate in the trip may take advantage of the group rate for the trip, provided the cost of the trip to students does not increase. The Board of Education assumes no liability for non-students. Non-students are required to follow all the rules and procedures set forth by the teachers and chaperones. Any non-student 18 or older should be subject to a criminal background check and a check of the DCF registry.
- b. No funds from the Board of Education's operating budget shall be expended for these trips.
- c. All funds collected from students shall be deposited in the school's Student Activity Fund.

Regulation 5050 (1)

Students

Field Trips

Regulation approved:	December 11, 2003
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Regulation approved:	April 26, 2018
Regulation revised:	February 27, 2020

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

Waterford Public Schools
Waterford, Connecticut

FIELD TRIP REQUEST AND EVALUATION

Teacher Sponsor - Please answer the following questions:

REQUEST

1. Trip Destination: _____
2. Relation to Curriculum*: _____
3. Field Trip Funding:
 - ✓ Budget Funds: \$ _____
 - ✓ Student Fundraisers: \$ _____
 - ✓ Student Cost: \$ _____
 - ✓ Total Cost: \$ _____
4. If the trip is for *enrichment purposes*, how will this experience benefit students?

5. Principal Comments, Approval and Date: _____

*If trip does not directly relate to curriculum, go to Question #4.

EVALUATION

1. How did the learning activities unique to this trip amplify and reinforce the classrooms experience and stated objectives?
2. Would you recommend taking this trip next year?
3. If you were to take this trip again, what should you change?

One copy should be retained and one copy submitted to the building Principal not later than two (2) weeks after returning from the trip.

Field Trip Coordinator

Date

Waterford Public Schools
Waterford, Connecticut

PROCEDURES AND TIMETABLE FOR PROPOSED INTERNATIONAL FIELD TRIPS

12 Months in Advance of Trip

1. Teacher Sponsor/Field Trip Coordinator discusses trip with department chairperson for approval.
2. Proposal submitted to building Principal with recommendation of approval and to advertisement to students

11 Months in Advance of Trip

1. The building Principal reviews all requests and submits a trip proposal to the Superintendent of Schools, and ensures the minimum number of students requirement is met.
2. After review, the Director of Finance and Operations ensures adequate insurance coverage is available and the Superintendent submits a trip proposal for approval by the Board of Education.

10 Months in Advance of Trip

1. The teacher sponsor/field trip coordinator meets with a building administrator to review specifications for the trip.
2. The trip is discussed with students if approved by the Board of Education
3. Bid specifications are sent out to travel agencies.

9 Months in Advance of Trip

1. Bids are reviewed and travel agencies are selected.
2. The field trip organizer works closely with the travel agency and the administrator to finalize all aspects of the trip, including a detailed itinerary for each day of the trip. The insurance carrier should be updated once the itinerary is finalized in order to ensure adequate coverage.

2-3 Months in Advance of Trip *(no later than 6 weeks prior to trip)*

1. Send to the Director of Finance and Operations with relevant attachments: itinerary, travel brochure, list of activities and a list of everyone going on the trip.
2. Final payments are due 100 days prior to trip. If the minimum number of student participants is not met at this time, the Building Principal will cancel the trip and inform the Superintendent of Schools and families.

Waterford Public Schools
Waterford, Connecticut

INTERNATIONAL FIELD TRIP REQUEST

(To be submitted 12 Months Prior to Trip by Teacher Sponsor/Field Trip Coordinator)

Teacher: _____ Department: _____

Destination: _____

Dates: _____

Who will go? _____

What are the specific educational objectives of the trip? _____

Recommended Not recommended for the following reason: _____

Dept. Chairperson's Signature Date

Recommended Not recommended for the following reason: _____

Principal's Signature Date

Recommended Not recommended for the following reason: _____

Superintendent's Signature Date

Recommended Not recommended for the following reason: _____

BOE Chairperson's Signature Date

Waterford Public Schools
Waterford, Connecticut

INTERNATIONAL FIELD TRIP CHECKLIST

The following activities are to be completed by the organizer of the international field trip. Items should be checked off as they are completed. The checklist, along with requested materials, is to be submitted to the building Principal at least three (3) days prior to departing by teacher sponsor/field trip coordinator.

- Arrangements made for bus and air transportation are confirmed prior to departure.
- Activities, times and other details verified with the travel agent.
- Assignments reviewed with chaperones.
- All students and chaperones verified to have necessary passports and visas.
- Chaperones notified by the school nurse of any student health problems of which they should be aware.
- Signed medical release forms, physician's certificates, information about prescription drugs and/or other important medical data obtained from parents.
- A parent telephone tree established in case of emergencies and to provide notification of return times.
- A pre-trip orientation meeting held with students, parents, and chaperones to review the itinerary in detail, costs, responsibilities, regulations and appropriate details of the trip and to answer any questions about the trip.
- A copy of the itinerary, name and phone number of the travel agent, and phone numbers of places on the itinerary given to the building Principal before departure.
- Copies of parent and student contracts submitted to the building Principal.
- Completed and approved International Travel Insurance issued by Board of Education's Insurance Carrier.

Field Trip Coordinator

Date

Waterford Public Schools
Waterford, Connecticut

INTERNATIONAL FIELD TRIP MEDICAL INFORMATION AND PROTOCOLS
UNDERSTANDING AND AUTHORIZATION FORM

Student name: _____ Date: _____

Name of Primary Care Physician: _____

Office Address: _____

Phone number: _____ Fax number: _____

Date of Student's Last Physical Exam: _____

Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Emergency Contact Person: _____

Does this person have authority to make medical decisions for the student? _____

Secondary Emergency Contact Person: _____

Phone number: _____ Email Address: _____

Relationship of Secondary Emergency Contact Person: _____

Does this person have authority to make medical decisions for the student? _____

1. Does your child have any health conditions?

2. Is your child under any medical treatment?

(Please indicate name of treatment or medication, dosage and directions for use.)

3. Does your child have any allergies? (Please list foods, medications or other allergies.)

4. If the answer to number 3 is yes, does your child have a prescription for an EpiPen?

5. Is there any medical restriction or other reason that would cause your child to be unable to participate in any part of the international field trip?

6. You are strongly encouraged to purchase travel insurance for your child to cover accident, illness and injury. Have you purchased travel insurance for your child that covers accidents, illness and injury while abroad? If so, please provide policy information below.

7. In order to participate in this international field trip, you must provide us with the following:

- a) a medical certificate from the child's physician certifying that your child is physically able to travel abroad, up to date with all scheduled immunizations, and is able to participate in all aspects of the international field trip with or without reasonable accommodations.
- b) any necessary authorization forms for the administration of medication by school personnel and the host family, if necessary, including over the counter medications such as Tylenol. Please provide one form per medication.

I have filled out the medical and emergency contact information section above fully, accurately and to the best of my ability and I certify that there is no medical or health condition that I have not reported herein.

Parent signature

Date

For School Use Only:

Date Received by School Staff

Staff Member Receiving Form

Medical and Illness Protocols Understanding and Authorization

1. At the first sign of illness or injury, my child will immediately alert one of the Chaperones regarding his/her medical or health status.
2. The Chaperones will then promptly make arrangements for my child to receive medical care, which may be from a local doctor, dentist or other healthcare professional, or, in the case of an emergency, a hospital or urgent care center.
3. I further understand that the expense of any medical visit will be borne by my family. If a Chaperone pays for such medical care, I understand that my family is responsible for promptly reimbursing such Chaperone.
4. As soon as possible, I understand that the Chaperones will attempt to contact me in order to discuss my child's illness and in order to consult me regarding medical decision-making. However, I understand that it may not always be possible to reach me or one of the emergency contacts listed above in a timely manner. In such cases, I authorize the Chaperones to make medical and health decisions for my child in the best interest of my child. Such medical and health decisions include whether to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child.
5. If I cannot be reached to discuss the medical decision and the Chaperones must make a decision regarding my child's medical condition or illness, the Chaperones will notify me of the decision at the earliest possible opportunity.
6. In the rare event that my child develops a serious illness or injury and must be evacuated back to the United States, I understand that my family will bear the cost for such transportation and care of my child and any costs associated with doing so, including for Chaperones who must accompany my child.

I have read and I understand the above Medical and Illness Protocols and I have discussed these Protocols in depth with my child so that my child fully understands such Protocols. I agree to and authorize the use of such Medical and Illness Protocols for my child during his/her participation in the international field trip.

I further agree that I have read and understand, by going to their respective websites, any travel warnings from the U.S. Department of State or from the Centers for Disease Control regarding travel to the foreign country my child will be visiting.

Name of Parent/Guardian signing below (please print): _____

Parent/Guardian Signature

Date

**SAMPLE PARTICIPANT AND PARENT AGREEMENT (“Agreement”) Including
Acknowledgment and Assumption of Risks, Agreements of Release, and Other
Provisions**

Please read this Agreement carefully. It must be signed by the participant (“Participant”) if 18 years of age or older, or by the Participant’s parents or legal guardians (“Parent”), for travel programs sponsored by the Waterford Board of Education (“the Board”). This Agreement must accompany the Participant’s signed Student Conduct Agreement and Medical Information and Protocols Understanding and Authorization Form.

In consideration of the Board allowing the Participant to attend the travel program, the Participant or the Parent acknowledge and agree as follows:

Activities and Risks

The Waterford Board of Education’s international field trip to **[insert name of country]** is conducted in **[insert name of country]**, and includes a variety of activities in urban, suburban and rural areas. A Participant is considered a “participant” in the program for purposes of this Agreement at all times, whether or not the activities are scheduled and supervised. Participation in international trips through the Board has risks, many of which are inherent – that is, they cannot be eliminated without adversely impacting the activity’s unique and instructional character. The Board does not want to reduce the Participant’s enthusiasm, but believes it is important for the Participant or the Parent to know in advance what to expect and to understand the nature of the risk of the activity. The inherent risks include, among others, the following:

The supervision provided by the Board in the various environments in which it conducts travel programs is not constant or total, and the Participant or the Parent have the responsibility for managing the risks to which the Participant may be exposed.

The Participant may be exposed to the conduct of third persons unknown to the Board and not under its control.

Equipment may fail or malfunction.

Travel may be by motorized vehicle, raft, kayak, aircraft, train, public bus, boat, ferry, bicycle, on foot, and by other means. Attendant risks include collision, falling, capsizing, drowning and others associated with such travel, in addition to environmental risks.

Environmental risks and hazards include, among others, rapidly moving, deep and cold water; insects, including, but not limited to, ticks, snakes, and predators, including large animals; falling and rolling rock; lightning, avalanches, earthquakes, hurricanes, flash floods, and unpredictable forces of nature, including weather which may change to extreme conditions without notice. Risks and possible injuries and illnesses include hypothermia, frostbite, high altitude illnesses, sunburn, heatstroke, dehydration, and other mild or serious conditions.

The Board may expose the Participant to animals, diseases and infections, laws and legal systems and standards of medical care not common to the United States. In addition, this Program may be subject to dangerous road travel, political unrest, acts of terrorism, riots and demonstrations, and criminal conduct, including thievery and drug related activities, and other conditions and occurrences with which the Participant may not be familiar.

These and other risks, inherent and otherwise, can result in loss or damage to the Participant's equipment, accidental injury, illness, and in extreme cases permanent trauma, disability or death. The staff of the Board is available to more fully explain to the Participant or the Parent the nature and physical demands of these activities and their inherent and other risks. Participant or Parent acknowledges that participation in the Board's travel programs is purely voluntary and not an educational requirement of the Board.

Acknowledgment and Assumption of Risks

Participant or Parent acknowledges and agrees that the travel program presents risks to the Participant and his or her property, that he/she has reviewed and understand the literature describing the program and the risks involved, and that he/she is responsible for evaluating those risks. Based on that understanding and evaluation, he/she agrees that the Board is not responsible for any injury, loss or damage to the Participant's person or property in connection with the travel generally and the activities associated with the program, whether resulting in acts or omissions of any person, except to the extent that the injury, loss or damage is caused by the gross negligence or willful misconduct of the Board, its officers, trustees, faculty, employees, agents or representatives. Participant and Parent have discussed the activities and risks, and the Participant chooses to participate nevertheless.

Agreements of Release

The Participant or Parent, and his/her heirs, executors, administrators, representatives and assigns, hereby release and discharge the Waterford Board of Education (Board), its members, officers, faculty, employees, agents and representatives, (individually and collectively referred to as "Released Parties") from, and agree not to sue any Released Party for, any and all claims that may arise from the travel program, any accident, illness or injury arising from the travel program, any liability, and any damage or injury caused by the Participant's negligence or willful acts or any other participant's acts or omissions during participation in a travel program, except to the extent caused by the gross negligence or willful misconduct of the Released Party.

Additional Provisions

Participant or Parent have read and understand, in addition to this Agreement, general trip information, Student Contract, and Medical and Illness Protocols.

Participant or Parent represents that medical professionals have verified that Participant has no past or current physical or psychological condition that might adversely affect his or her participation in these activities, other than as described on the Medical Information and Protocols Form. Participant is fully capable of participating in this activity, with or without reasonable accommodations, without causing harm to himself/herself or others.

Board staff members **[or host families]** may obtain or provide emergency hospitalization, surgical or other medical care for the Participant. In case of emergency, Participant or Parent understands that efforts will be made to secure proper treatment; and the Board, through its trip leaders, are authorized to administer aid and engage the services of a physician, dentist, or hospital if they deem it reasonable and necessary. In the case of medical emergency, the physician selected may hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for the Participant. The Board and any third-

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Form #5

party medical care provider are authorized to exchange pertinent medical information. Efforts will be made to contact Parent and Emergency Contact(s) in the event of medical emergency or serious illness involving the Participant, and to secure such person's consent prior to treatment. The cost of evacuation and such medical services, as well as any costs incurred by Board staff while accompanying the Participant, including lodging, transportation, and any costs related to rejoining the rest of the group, will be charged to and paid by Participant or Parent.

Participant or Parent authorizes the Board to use photos, videos, recordings, statements and written reports which may include the participant or be taken of or by the participant, by the Board or others, in any manner the Board desires, for advertising, display, education, audio/visual or other use, and without compensation.

The Acknowledgment and Assumption of Risks, Agreements of Release, these Additional Provisions, and all other aspects of Participant's or Parent's relationship with the Board, contractual or otherwise, are governed by the laws of the State of Connecticut. Further, any suit, mediation, or arbitration arising out of or relating to Participant's enrollment or participation in this travel program or any other dispute with the Board or other Released Party must be filed or entered into, only in the State of Connecticut, and Participant or Parent consents to the jurisdiction of the Connecticut courts.

If Participant or Parent has any legal dispute with the Board or other Released Party which cannot be settled through discussion between the parties, they will attempt to settle the dispute by mediation before a mutually acceptable mediator whose name appears in the registry of names recognized by Connecticut courts as qualified persons for mediation assignments. To the extent mediation does not result in resolution, the dispute will be submitted to binding arbitration through the American Arbitration Association of Connecticut.

If any portion of this Agreement is found by a court or other appropriate authority to be invalid, the remainder of the Agreement nevertheless will be in full force and effect. This Agreement may not be amended except by written instrument signed by all parties.

Participant or Parent, has read, discussed with the Participant or his/her Parent, understands and accepts the terms and conditions stated herein and acknowledges and agrees that this Agreement shall, to the fullest extent allowed by law, be effective and binding upon him or her, his or her respective heirs, assigns, personal representatives and estates, and all members of Participant's family.

PLEASE SIGN

PARTICIPANT
SIGNATURE _____ **AGE** _____ **DATE** _____

PARENT/GUARDIAN
SIGNATURE _____ **DATE** _____

PARENT/GUARDIAN
SIGNATURE _____ **DATE** _____

Waterford Public Schools
Waterford, Connecticut

STUDENT CONTRACT

I, _____, hereby agree to conduct myself in an irreproachable manner during the [Date and Destination] international field trip. I deem myself an ambassador of the United States of America, and specifically, a representative of the Town of Waterford, Connecticut.

During the course of this trip, I will promise to abide by all school and Board of Education policies in addition to local and international law. I will not operate a motor vehicle and I will refrain from using alcohol, drugs, tobacco, or any other illegal substance(s), even if such use is permissible under local laws. I will only go to areas or establishments deemed acceptable by [Teacher/Chaperone Name].

I will observe all arranged meeting times and curfews established by the Chaperones. I will not leave the hotel individually or in groups, unless accompanied by a Chaperone.

I will assume responsibility for my own belongings and will take special precautions to protect money, ATM/cash cards, passports, and train and airplane tickets.

At the first sign of illness or injury, I will immediately contact a Chaperone pursuant to the Medical and Illness Protocols.

I understand that sexual or other harassment is strictly prohibited. I will not engage in harassment of others. If at any time during the trip I feel uncomfortable due to potential harassment by other students, Chaperones, or others, I will report such harassment to a Chaperone immediately.

If any of the above understandings are violated, I realize that I may be subject to discipline, up to and including, being sent home at my family's expense and forfeiting any money or travels that remain in the trip.

Student Signature

Date

Waterford Public Schools
Waterford, Connecticut

INTERNATIONAL FIELD TRIP EVALUATION

The purposes of this evaluation are to:

1. Evaluate whether the goals and objectives of the trip were met, and
2. Assist the organizer in planning future trips.

Please answer the following questions:

1. How did this field trip meet your stated objectives?
2. How did the learning activities unique to this trip amplify and reinforce the classrooms experience?
3. What were the students' perceptions of this trip based upon the student surveys?
4. Did your travel agent provide you with the best possible service (choice of hotel, transportation, meals, guides, etc.)? If not, list your recommendations for the future.
5. If you were to take this trip again, what should you change?

One copy should be retained and one copy submitted to the building Principal not later than two (2) weeks after returning from the trip.

Field Trip Coordinator

Date

Waterford Public Schools
Waterford, Connecticut

INTERNATIONAL FIELD TRIP STUDENT EVALUATION

1. What did you like most about the trip?
2. What did you like least about the trip?
3. What did you learn on the trip?
4. What could be done to improve the trip?
5. What advice would you have for future trip takers?
6. Would you return to this country? Why or why not?

Student Name (printed)

Date

**CONNECTICUT
INTERLOCAL
RISK
MANAGEMENT
AGENCY**

900 Chapel Street, 9th Floor
New Haven, Connecticut 06510-2807
Telephone: 203-946-3700 | Fax: 203-773-6971
www.cirma.org



CIRMA International Insurance Program Application

Name of Entity: Address
of Entity: Contact name
at Entity: Phone: _____
_____ Fax _____ E-Mail _____

Agent: _____ Phone: _____ E-Mail _____

Do you have any permanent locations/operations or employees overseas? Yes ___ No ___
Have there been any prior claims resulting from overseas accidents or injuries? Yes ___ No ___
If there have been prior claims, please provide a brief description _____

Complete the section below for each planned trip:

Trip 1 Details:

Departure date _____ Return date _____
Purpose (i.e. school trip, tour, sabbatical, trade mission, cultural exchange, etc.) _____

Destination (city & country) _____

Number of employee participants _____ Number of other participants _____

Trip 2 Details:

Departure date _____ Return date _____
Purpose (i.e. educational, tour, mission, construction, etc.) _____

Destination (city & country) _____

Number of employee participants _____ Number of other participants _____

Trip 3 Details:

Departure date _____ Return date _____

Purpose (i.e. educational, tour, mission, construction, etc.)

Destination (city & country)

Number of employee participants _____

Number of other participants _____

AIG Assist Services include but not limited to:

- **Medical Assistance:** referral to English speaking doctors, advance payment of medical expenses, guarantee of hospitalization fee, medical evaluation, medical case monitoring and medical records and medication shipment;
- **In Route Services:** lost/stolen luggage and personal effects assistance, lost/stolen travel documents/tickets assistance; emergency cash transfer, trip interruption assistance, and insurance/claims coordination;
- **Pre-Trip Personal Assistance:** passport and visa requirements, political/environmental warning information, currency information and ATM locations, information regarding global weather, emergency message transmissions, and telephone translations;
- **Legal Assistance:** referral to local attorney.

The availability of services is subject to the terms and conditions of the policy to the insured organization.

Notice: This application is for the purpose of obtaining a quotation and does not bind the applicant or the Company to complete the insurance. The Undersigned declares that to the best of his/her knowledge, the statements set forth herein are true and that no other material information has been withheld. The undersigned also agrees that the existence of any policy that may be issued will not be disclosed to the host government. This form shall be the basis of insurance should a policy be issued. If the information supplied herein changes between the date completed and the effective date of the insurance, the undersigned shall notify the Company of the changes and the company reserves the right to modify or withdraw any offer for insurance.

Fraud Warning: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or, conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime and may subject such person to criminal and civil penalties.

Insured Signature & Date _____

(include attachments listed in Appendix A of this regulation)