

# Lisbon School District

15 Newent Road  
Lisbon, CT 06351

## Instruction

5153 S  
Students

### Field Trips

To the extent the budgetary resources permit, the Board of Education encourages and sanctions student trips or other out-of-district school activities, including participation in interscholastic events and community civic projects which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The administration may place restrictions upon a student's participation when in the staff's judgment his/her welfare requires it.

Field trips shall require a written proposal submitted to the school principal. The written proposal must include the purpose of the trip, cost to students, methods of funding, liability insurance information for the trip's destination, and cancellation insurance information (if applicable). Trips requiring out of state travel will include a district administrator to be among the chaperones. The Board of Education discourages overnight field trips. Proposals for overnight field trips must be presented to the Board of Education at least 90 days in advance. Overnight field trips must be approved by the Board of Education.

Transportation to and from field trips will be by bus unless a permission slip including a waiver of liability (Attachment A) is signed by the student's parent or guardian.

Before the student is allowed to participate, a standard district wide permission slip shall be obtained from the parent or guardian of each student participant. Permission slips shall include notification of the availability of medical insurance for students without insurance coverage. Permission slips (or a copy thereof) shall be taken on the trip by the teacher-chaperone, and retained for at least a one-year period after completion of the trip by the Principal or designee.

Teachers, administrators, and other adults acting as chaperones are expected to exercise supervisory responsibilities. 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. Teachers and chaperones will not assume financial responsibility for student medical expenses incurred on field trips.

The building principal will report monthly to the Board of Education a list of upcoming field trips.

ADOPTED: 05/20/13 – Lisbon Board of Education  
AMENDED: 05/19/14 – Lisbon Board of Education  
AMENDED: 01/27/25 – Lisbon Board of Education