

ADMINISTRATIVE REGULATION JJH-R STUDENT TRAVEL

1:0 DEFINITION

1:1 Student travel is defined a late night or overnight extension of the classroom which involves a curriculum related activity sponsored by a school organization which has been sanctioned by the School Committee. .

2:0 PURPOSE

2:1 Student Travel is to be Massachusetts Curriculum Framework driven learning experiences, offering significant educational benefits to students that clearly justify the time and expense of the trip.

3:0 PLANNING

3:1 A teacher must complete an Student Travel Application and obtain preliminary approval from the building principal in order to proceed with planning student travel.

3:2 Student travel requires the approval of the School Committee at least one month prior to departure. Exceptions to this rule may be considered at the discretion of the School Committee. The approval process should be completed prior to engaging students in fundraising activities or other preparations for the trip. Responsible teacher(s) and principal will be present at the School Committee meeting. Itinerary and parent/guardian correspondences will be submitted.

3:4 This process applies only to school sanctioned trips. Student travel that is privately organized and run without School Committee sanction are not considered school sponsored.

4:0 CONDITIONS

4:1 SCHEDULING:

4:1.1 Student travel must be in compliance with the school/district attendance policy.

4:1.2 Trips must be well-planned, properly timed and directly related to regular learning activities.

4:1.3 When significant travel time is anticipated, the school may consider scheduling additional structured learning time.

4:1.4 Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during that time period.

4:1.5 Teachers and other school staff should be prohibited from soliciting privately run trips through the school system.

4:1.6 Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom learning time.

4:2 FUNDRAISING:

4:2.1 Ability of a student to pay costs of the trip must not be a factor in determining participation. The sponsoring teacher and principal will be responsible for developing and presenting payment options or scholarships so that all students will be able to participate regardless of family financial status or ability to pay.

- 4:2.2 Costs related student travel, such as lodging, meals, and travel expenses incurred by the chaperones will be paid by the chaperones.
- 4:2.3 The sponsoring teacher(s) (along with any sponsoring individual or organization, if appropriate) will be responsible for adhering to Policy 5135 – Management of Funds; maintaining and submission of financial records detailing monies collected, disbursed, or deposited to the principal at the conclusion of the trip.
- 4:2.4 Student fees should not support the costs of the trip for chaperones, advisors, or teachers for excursions. If teachers, chaperones, or advisors participate in fundraising, such funds may be used to pay some of their costs. Every attempt will be made to support chaperone costs through alternative means; PTO, activity accounts, grants, fundraising. This will be stated on all parent consent forms. Nothing in this article will circumvent School Committee approval.
- 4:2.5 Group fundraising activities are preferred. Individual student fundraising projects are to be discouraged.
- 4:2.6 In signing the consent form, the parent consents to the release of health information to supervising adults (chaperones) as part of the field trip/student travel permission form to be signed by parents.

4:3 SUPERVISION:

- 4:3.1 A minimum of one adult chaperone will be required for supervising every ten students. Additional supervision may be required should the nature of the trip and grade levels of the students require such action. At no time should the student be without an adult chaperone. Such additional supervision will be at the discretion of the School Committee.
- 4:3.2 Student travel should involve pre-trip checks of companies, drivers, and vehicles. The selected carrier must be licensed for passenger transportation by the Federal Motor Carrier Safety Administration. FMCSA carrier ratings can be found at <http://www.saferys.org/>.

4:4 STUDENTS:

- 4:4.1 May be excluded from participating for attendance, disciplinary and/or academic reasons. A student must be passing all subjects based on the most recent academic or progress report to participate in an excursion.
- 4:4.2 Must follow the code of conduct as outlined in the student handbook.
- 4:4.3 Must travel by the transportation provided and return in the same manner unless approved by the School Committee in advance.
- 4:4.4 Must remain with the group at all times unless prior approval has been arranged by the School Committee.
- 4:4.5 At least twenty-four hours prior to departure for student travel the student must submit the field trip/student travel permission form. The permission form shall include authorization for emergency medical care and administration of medication. Failure to do so will result in the student being exempted from the trip.
- 4:4.6 An alternative lesson(s) will be taught for the relevant time period for students who do not

participate in field trips and excursions.

5:0 RESTRICTIONS

- 5:1 Only school buses or motorcoaches will be used unless written approval has been obtained from the Superintendent of Schools or his/her designee for other modes of transportation.
- 5:2 A field trip/student travel permission form must be signed by a legal guardian of the student for excursions, freeing school officials and School Committee from legal action. If the legal guardian does not have insurance coverage for the child, the legal guardian will be responsible for any health related costs the child incurs during the field/trip excursion.
- 5:3 Chaperones must consent to a CORI check, in accordance with M.G.L., c. 71, s. 38R.

6:0 DISCIPLINE

- 6:1 The Code of Discipline as outlined in the student handbook will govern student behavior while on all school sponsored trips. Disciplinary action for violating any of these regulations will be at the discretion of the Principal and consistent with violations that occur on school property.
- 6:2 In the event that a student must be removed from the field trip for disciplinary reasons, the parent/guardian must go to the field trip site to retrieve him/her.

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