

FIELD TRIPS

1:0 DEFINITION

- 1:1 A field trip is defined as a school-sponsored extension of the classroom, which involves a curriculum-related activity for students who travel to a location outside the school grounds under the supervision of one or more staff members and an approved number of chaperones for a given day.

2:0 PURPOSE

- 2:1 Field trips are 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 All field trips must be approved by the building principal.

All field trips that include more than one grade level per school, must be approved by the School Committee.

No field trip will be approved unless the trip has an educational purpose related to the curriculum or the program sponsoring the trip.

All field trips must be reviewed by the direct academic coordinator/supervisor responsible for that discipline before it is presented to the building principal for approval.

A teacher must complete a Field Trip Application Form and obtain preliminary approval from the building principal in order to proceed with planning a field trip. This application for approval must be submitted two weeks in advance of the proposed field trip.

4:0 CONDITIONS

4:1 SCHEDULING:

4:1.1 Field trips 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. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors. If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

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. No student shall be denied access to any field trip due to financial restraints.

- 4:2.2 Costs related to the field trip such as 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 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.
- 4:2.5 Group fundraising activities are preferred. Individual student fundraising projects are to be discouraged.

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. Additional supervision will be at the discretion of the Building Principal.

Responsible teacher/advisor must submit a roster of participating students with emergency contact numbers to the building principal. A copy of such roster will also be in the possession of the teacher-in-charge.

Teacher in charge of the field trip/excursion must review the chaperone's responsibility with all assigned chaperones prior to the trip.

Teachers/chaperones will supervise all activities in which the students participate during the field trip.

Teachers will distribute medication to students. Prior to distribution, the teacher must reference the individual student's health form.

Teacher/chaperones must immediately notify the teacher in charge of the field trip if any person (s) other than members of the field trip are participating or interfering with the group's activities.

Teacher/chaperones must take attendance on all buses before departure and following any stop when students leave the bus.

Teachers/chaperones will be responsible for the safety and well being of all participating students from the point of the field trip departure time up to and including the field trip return time. Responsibility ends when the participating students are released by the teacher in charge and returned to the supervision of their parent and/or guardian. Under no circumstances should a student be left on school grounds unsupervised at the end of a field trip.

Teachers/chaperones will be responsible for calling parents and principals during the field trip if it is estimated that the return arrival time will be beyond that previously communicated to parents/guardians and school officials.

Teachers/chaperones will be responsible for notifying the building principal as soon as possible, if any emergency arises during the field trip.

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 The student handbook will govern student behavior while on all school sponsored trips. Disciplinary action for violating any of these regulations will be consistent with violations that occur on school property.
- 4:4.3 Must travel by the transportation provided and return in the same manner unless approved by the Building Principal in advance.
- 4:4.4 Must remain with the group at all times unless prior approval has been arranged by the Building Principal.
- 4:4.5 At least twenty-four hours prior to departure for a field trip the student must submit a parental permission slip. 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.
- 4:4.7 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.

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.
 - 5:1.1 Interschool bus transportation for district sponsored student activities, may be permitted at the discretion of the Building Administrator.
- 5:2 A liability waiver release must be signed by a legal guardian of the student for field trips, 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. In signing the consent form, the parent consents to the release of health information to supervising adults (chaperones) as part of the field trip permission form to be signed by parents.
- 5:3 Chaperones must consent to a CORI check, in accordance with M.G.L., c. 71, s. 38R.

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