

FIELD TRIPS

The School Committee recognizes that firsthand learning experiences provided by field trips, including international, long-distance and overnight are a most effective and worthwhile means of learning. It is the desire of the School Committee to encourage field trips as part of and directly related to the total school program and curriculum.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration and reviewed and approved by the School Committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Principal and that all overnight trips have the prior approval of the Superintendent and School Committee.

The following student travel is not classified as a field trip:

- Regular competitive/performing art group events, i.e. Band performance, athletic events, state competitions etc.
- Routine athletic team competitions
- Routine student activities

These activities are excluded from the field trip definition because their activities are within the scope and core of regular school day activities.

There is no liability on the part of the town on any of these trips. If the trips are taken by bus, whatever liability exists falls upon the owners and operators of the buses. If private cars are used, the operators of the vehicles are responsible for the exercise of due care and operation thereof; and their insurance covers them and the occupants. The Town is carrying out a public function in sponsoring such programs and is not liable for any of the results flowing therefrom. The only liability that would be incumbent upon persons in charge of any such groups of person driving such a group would be either the obligation to refrain from reckless want and misconduct or gross negligence with regard to any other activities.

Attendance on school sponsored trips which are not part of required class activities is not a student's right but a privilege. The building principal may determine a student who has exhibited recent in school poor behavior and or poor decision making not to be eligible to attend a school sponsored field trip. All rules and regulations as specified in each school's student handbook will be in effect throughout all school sponsored field trips.

A field trip is defined as a school sponsored activity, involving individual students or groups of students who are traveling off school grounds during school hours, or as part of a school

sponsored event outside of school hours. All school sponsored field trips and student travel opportunities will be grade-level and age-level appropriate for attending students.

International trips are defined as travel to any country or territory outside of the United States.

When is advanced 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 Superintendent and the School Committee.

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 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 building principal must submit the attached field trip approval form to the Superintendent for review and approval along with the conflict of interest disclosure forms as required by F.L. c 268A, s19 and 930 CMR 5.08(2)(d)l.

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.

What factors must be considered in the planning and approval of extended field trips?

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 by students and school staff.
5. Adequacy and appropriateness of supervision.
6. The potential physical risk to students posed by the nature of the trip.
7. The safety and well-being of staff and students. The School Committee 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 where the field trip is taking place. In such instances the School Committee is not responsible for the loss of deposits or other pre-committee funds.
8. Equity in terms of title IX and other relevant statutes and policies.
9. Accessibility and provision for the needs of students with disabilities.
10. Alignment and compliance with other related School Committee and District Procedures.

Students who miss classes due to their attendance on school sponsored field trips must be given a reasonable and adequate opportunity to make-up missed class work and assignments.

All faculty members will be informed in advance of upcoming field trips that may affect

student(s) ability to attend classes and complete class assignments. The schools will be responsible for communicating to parents of students participating in a school sponsored field trip all necessary information regarding the field trip.

CROSS REF.:

ADDA CORI Requirements

JJH Student Travel

Ch. 346 of the Acts of 2002

M.G.L. 69:1B; 71:37N

Approved: April 29, 2013

Reviewed: March 23, 2015

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