

## **FIELD TRIPS**

### **EDUCATIONAL FIELD TRIPS**

**All Educational Field Trips which are part of a unit of study**

1. must provide a positive educational experience
2. should minimize disruption of other classes

**Educational Field Trips that can be authorized by the building principal:**

1. one way distance that does not exceed 75 miles
2. the destination is in the Commonwealth of Massachusetts
3. no overnight travel is involved
4. cost per student does not exceed \$100

**Educational Field Trips that must be authorized by the Superintendent:**

1. one way distance that exceeds 75 miles
2. destinations outside the Commonwealth of Massachusetts
3. cost per student exceeds \$100

**Educational Field Trips that must be endorsed by the Superintendent and approved by the School Committee:**

1. Field Trips involving foreign travel
2. Overnight travel

**Evaluation criteria for Educational Field Trip approval:**

1. relevance of the proposed field trip to the unit of study
2. impact of the field trip upon the available school budget resources
3. degree of access to the field trip for all students involved in the unit of study
4. provisions for adequate adult supervision to ensure student safety and welfare
5. evidence of thoroughness in planning

### **EXTRACURRICULAR TRIPS**

**School-sanctioned extracurricular trips**

1. must be part of the educational process
2. must provide a positive educational experience
3. contingent upon satisfactory class attendance
4. contingent upon satisfactory academic achievement

**Extracurricular Field Trips that can be authorized by the building principal:**

1. one way distance that does not exceed 75 miles
2. the destination is in the Commonwealth of Massachusetts
3. no overnight travel is involved

**Extracurricular Field Trips that must be authorized by the Superintendent:**

1. one way distance that exceeds 75 miles
2. destinations outside the Commonwealth of Massachusetts

**Extracurricular Field Trips that must be endorsed by the Superintendent and approved by the School Committee:**

1. Field Trips involving foreign travel
2. Exchange programs
3. Overnight travel

**Evaluation criteria for Extracurricular Field Trip approval:**

1. degree of access to the extra-curricular field trip for all eligible students
2. provisions for adequate adult supervision to ensure student safety and welfare
3. evidence of thoroughness in planning

Approved: February 22, 2010