

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 busses. 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 student 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.
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

Field Trip Step 1

The Bromfield School Field Trip Information

- 1) Staff members who wish to take their students on a field trip should first obtain the approval of their department leader and then get approval from administration. The Field Trip Approval Form needs to be signed by the department leader, the principal, and the school nurse four weeks prior to the date of the field trip, unless the proposed trip is an overnight or out of state trip, which needs to be approved by the **Superintendent and School Committee**. Overnight and Out of state trip forms need to be submitted at least eight weeks prior to the proposed trip date (Please see below). *International trips need to be proposed to the principal and if approved presented to the school committee at least one year prior to the travel date.*

In order to make the process as easy as possible, we have broken it down into a three step process with corresponding forms.

Step 1-Field Trip Approval Form

Step 1B-Out of State/Overnight Field Trip Request Form (if appropriate)

Step 2-Field Trip Data Form

Step 3-Final Attendance Form (submitted day of trip)

- 2) Please remember that out of state field trips and overnight field trips must be approved by the school committee. Please complete the Out of State/Overnight Field Trip Form (Step 1 B) and turn it in to the building principal (with all needed documents). If the principal approves the trip, he will submit the proposal to the superintendent who will put the proposal on the school committee agenda. You should plan on attending the school committee meeting on the night the trip is presented. If you are going overnight, please be aware that students must fill out the overnight information/medical authorization sheet and return that sheet to the school nurse. For overnight trips, you also need to make plans to cover the overnight teacher stipend for all professional staff on the trip. The stipend is \$100 per night per person. This cost should be factored into the cost of the trip for students.

Due to the additional step required for overnight and out of state trips, the initial approval form needs to be submitted at least eight weeks prior to the proposed field trip.

- 3) Trip organizers need to be aware that all student medical, IEP, and 504 accommodations must be met during the field trip. These accommodations may mean that extra school staff and/or parents need to go on the trip. In rare occasions, additional costs may need to be factored into the total cost of the field trip

Field Trip Step 1

- 4) Once approval has been secured, field trip organizers should notify staff via daily bulletin and email about the field trip at least two weeks in advance of the trip.
- 5) Please tell the school nurse and food service manager personally the date of the field trip and how many and which students will be involved at least a week before the trip.
- 6) A list of students attending the trip should be posted by the staff mailboxes at least one week in advance of the trip.
- 7) The Field Trip Information Form (Step 3) should be completed and returned to the main office at least three days prior to the trip.
- 8) Please keep in mind that March and May are a very difficult time for field trips due to AP and MCAS Testing. It is best to avoid field trips just before or during those testing periods.

We understand that taking students on a field trip is a large undertaking and we appreciate your commitment and efforts in providing our students with a rich educational experience.

Thank you for doing what it takes to give your students such wonderful opportunities.

Field Trip Approval Form

Please turn this form in to the principal at least eight weeks prior to the proposed field trip date.

Purpose of Field Trip and Curricular Connection:

Date(s) of Trip: _____ **Advisor(s):** _____

Students/Class/Grade Level Attending the Field Trip: _____

Destination: _____

Departure Time: _____ **Return Time:** _____

Mode of Transportation: _____

(If travelling by private car, the ‘Registration Form For Student Transportation In Private Vehicles’ should be completed for all drivers-the form is available in the file cabinet in the small conference room in the main office).

Important: If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

Department Leader Signature/Approval

Principal Signature/Approval

Nurse Signature/Acknowledgment

Field Trip Step 1B

Out of State/Overnight Field Trip Request Form

Advisor(s):

Grade Level(s) of Students Attending Trip:

Trip Destination:

Date of Departure:

Time of Departure:

Date of Return:

Time of Return:

Travel Company (if applicable):

Name of Contact Person:

Address:

Phone:

Cost of Trip:

Plan to address overnight stipend for professional staff:

Deposit Method and Due Dates:

Date of Parent Meeting(s):

Please fill in the information on the back side of this sheet. Please remember to fill out the regular Field Trip Information Form as well prior to departure.

Field Trip Step 1B

Directions: Complete the information requested below. Please include information about the history of the proposed field trip (if relevant) and travel documents (if necessary). You may attach additional sheets.

All faculty chaperones must fill out the two disclosure forms (1b and 14d) required by Massachusetts General Law. These two disclosure forms must be submitted with this sheet, and are available in the Main Office.

Purpose of Field Trip:

Trip Itinerary:

Field Trip Step 2

Field Trip Data Form

Please turn this form in to the main office no later than 3 days before scheduled departure.

Date(s) of Trip: _____

Advisor(s): _____

Advisor Cell Phone: _____

Destination: _____

Street Address: _____

Destination Phone Number: _____

City/State: _____

Contact Person: _____

Departure Time: _____

Return Time: _____

Bus Company: _____

Phone number: _____

Please attach the list of students going on the field trip.

Please give enough notice so the nurse can get you the medical information, the medications needed for students on the trip, and a first aid kit.

The nurse also needs a copy of this field trip information form and a copy of students attending the field trip.

A list of students attending the trip should be posted by the staff mailboxes at least one week in advance of the trip

Please tell the food service manager personally the date of the field trip and how many students will be involved at least a week before the trip.

If a diabetic student is going on the trip, a nurse must go on the trip unless the parent is going on the trip.

Please attach copies of all letters and trip information provided to parents and/or students.

Please give the office a list of students scheduled to attend but absent (on the day of departure).

Please attach plans for students who are not participating.