

FIELD TRIP PROCEDURES

The following procedures must be followed prior to any field trip. In addition to the following points, all appropriate forms must be completed prior to the event.

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited, except under emergency circumstances as determined by the trip leader. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers and vehicles. C. O. R. I. checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory”. FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered “optional school programs” and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour of service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers and 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.

3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students’ obligations for homework, after-school activities and jobs.

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Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

4. Chaperones

The building Principal will ensure that the number and gender of chaperones for any field trip is appropriate in light of the purpose and location of the trip and the grade level and gender of the participants.

Authorization for field trips

1. Day Trips

Day field trips must be approved by the building principal. Application for approval must be submitted a minimum of two weeks in advance. No day trip will be approved unless its purpose meets the criteria outlined in the policy.

For day trip approval, there can be no planned:

- Overnight travel involved;
- Bus or automobile travel occurring between the hours of 11:00 p.m. and 6:00 a.m.;
- Trip requiring more than one driver per vehicle.

2. Out-of State or Overnight Trips or International Trips

Field trips involving out-of-state or overnight arrangements and/or international travel must be approved by both the building principal and the superintendent of schools prior to the distribution of any informational materials to students and parents. International trips require School Committee approval. No trip will be approved unless its purpose meets the criteria outlined in the policy. Applications for approval must be submitted:

- Before the trip is announced to students;
- One month in advance for a one (1), two (2) or three (3) day trip;
- Three (3) months in advance if the cost of the trip is greater than \$500 or if the trip is longer than three (3) days.

For approval, there can be no planned;

- Automobile or bus travel occurring between 11:00 p.m. and 6:00 a.m.;
- Trip requiring more than one driver per vehicle

Overnight or International field trips will require the sending school schedule an informational meeting with parents prior to the trip.

The trip coordinator of overnight or international fieldtrips must file accurate itineraries and appropriate telephone numbers including hotel numbers and cell phone numbers of trip leaders with the school office.

3. Ethics Requirements

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Massachusetts ethics laws pursuant to MGL Chapter 26A, Section 19 require staff members to disclose participation in any field trips where the value of the trip is \$50 or more. The attached travel disclosure form must be filled out by the staff member and approved by the building principal as the appointing authority.

**DISCLOSURE OF FINANCIAL INTEREST BY MUNICIPAL EMPLOYEE
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L.c. .268A, §19**

DISCLOSURE

To obtain an exemption pursuant to G.L. c. 268A, §19, municipal employees must submit a disclosure to their appointing official of the nature and circumstances of the particular matter and the financial interest.

Name:	
Title or Position:	
Agency/Department:	
Particular Matter Involved (Attach additional pages if necessary):	
Financial Interest Involved (Attach additional pages if necessary):	
Employee Signature:	
Date:	

DETERMINATION

As appointing official, as required by G.L. c. 268A, §19(b)(1), I have reviewed the matter and the financial interest described above and have determined that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.

Name and Title of Appointing Authority:	
Signature of Appointing Authority:	
Date:	
Comments (Attach additional pages if necessary):	

Attach additional pages if necessary