

GUIDELINES FOR FIELD TRIPS PLANNING

The Superintendent will establish **Field Trip** regulations that **assure**:

- 1. all parents have information about the field trip,**
- 2. all students have signed parental/guardian permission for the trip participation, acknowledging receipt of trip information,**
- ~~3.~~ **all trips are compliant with staff/chaperone: student supervision guidelines,**
- 4. all safety and emergency precautions are observed,**
- 5. individual, required student needs are accommodated (health, food, program),**
- 6. all trips have educational benefit.**

In addition, all out-of-state or extended (overnight) trips and excursions except those required for student participation in tournament competition or contests, must have advance approval of the School Committee. Fundraising activities for such trips will be subject to approval of the appropriate Administrator.

The Superintendent will assure that the following elements are addressed in planning every trip subject to Chapter 71, S. 37N (travel between the hours of midnight and 6:00 a.m.):

- **safety of transportation,**
- **safety of accommodations,**
- **cost—consider economic diversity of families, encourage volunteer payments when appropriate,**
- **expectations for fundraising by students—consider what is being sold and to not include unchaperoned door-to-door solicitation by children,**
- **time away from school,**
- **appropriateness of trip for grade level,**
- **trip approval process,**
- **staff/chaperone: student ratio for supervision,**
- **screening and training of chaperones to assure safety and conformance with school committee and school guidelines,**
- **as appropriate, information sessions and materials for parents, including common questions and answers,**
- **provision for any required student accommodation for health, food, program, as applicable for student's age.**

GML 71: 37N

DESE Guidelines. School Finance: Transportation Requirements for School District Policies Governing Late Night & Overnight School Sponsored Student Travel 2003

MASC: 2003

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