

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY

School-Sponsored Field Trips

IJOA

The Dudley-Charlton Regional School Committee recognizes that it is desirable and valuable, on occasion, to supplement and extend classroom activities with voluntary domestic and international academic and extracurricular field trips to broaden perspectives and educational experiences of students. The Dudley-Charlton Regional School Committee encourages activities that augment classroom instruction and promote healthy social development. The School Committee is mindful, however, of the financial burden such travel may place on some families and the potential for disparate educational opportunities for students. Overnight class trips, i.e. senior class trip, will not be authorized by the School Committee.

A. DEFINITIONS

The following definitions apply for the purpose of this policy:

1. Academic Field Trips

Academic field trips include all off-campus trips that are organized as part of the class curriculum. There must be pre-and post-trip instructional activities and/or assessment. Participation for all members of the class is expected. Provisions for comparable instructional experiences during the school day must be made for students not on the academic field trip.

2. Extracurricular Field Trips

Extracurricular field trips are those off-campus trips that are organized by an advisor of a school-sponsored club/group. Any other school approved competitions or events are also considered as school sponsored field trips.

When an academic field trip or an extracurricular field trip is planned to occur between midnight and 6 a.m. or to require a student to stay overnight away from home, the procedures for planning and approving overnight trips apply. It is understood that overnight trips may include travel within Massachusetts, in other states, and internationally.

TRIP APPROVAL PROCESS

In evaluating all field trip requests, the administration and the School Committee will consider the following:

- Relevance and connections to Massachusetts Curriculum Frameworks;
- Enhancement of student's knowledge;
- Leadership skills and global perspectives;
- The impact of the field trip on the available school and/or family budget resources;
- Provisions for adequate adult supervision to ensure student safety;

- The enhancement of knowledge, leadership skills, global perspectives (extracurricular trips);
- Provisions for the student's medical needs;
- Impact of loss of instructional time; and
- That students will be accompanied by an appropriate number of chaperones, considering the trip scheduling and logistics, age of students, and events being planned. All chaperones, including parents and volunteers, must have a CORI check in accordance with MGL Ch. 71§38R.

Day Field Trips

All requests must be submitted on a district-approved form.

Day trip forms will be reviewed for district transportation availability prior to final cost determinations and approval.

Out-of-State and/or Overnight Field Trips

All requests must be submitted on a district-approved form.

All requests require approval in a two-step process:

1. An initial request must be submitted on a district-approved form
 - a. All fee-based overnight field trips (e.g. national competitions or international travel) must be submitted 6-months prior for School Committee approval
 - b. All other overnight (e.g. state tournament participation) should be submitted at least 30 days prior for School Committee approval
2. Final approval to include students attending, adults attending, cost and funding sources as well as the itinerary must be submitted for approval to the office of the Superintendent at least 30 days prior to departure. Subsequently, the final approval will be shared with the School Committee at its next regularly scheduled meeting.

Whenever possible, overnight trips and/or out of state trips should be scheduled on weekends or during school vacations to minimize lost classroom time.

Exceptions to the timeline for out of state trips or overnight non-fee-based (e.g., state tournament participation) trips may be initially granted by the office of the Superintendent. This is rare, infrequent and School Committee must be informed upon granting such exceptions. All other approval processes must be adhered to, including a subsequent vote by the School Committee.

FUNDING

- No fundraising should take place until after initial approval is received for any field trip.
- No deposits will be made nor contract signed until after initial approval is received for any field trip.
- The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligation for homework, after school activities and jobs.
- Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.
- If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

STUDENT SUPERVISION

Students will be accompanied by an appropriate number of chaperones, taking into account the trip scheduling and logistics, age of students, and events being planned. All chaperones, including parents and volunteers, must have a CORI check in accordance with MGL Ch. 71§38R.

All participating students must complete and submit all required forms, such as signed parent/caregiver permission forms, medical forms and the like.

LEGAL REF: MGL Ch. 71§38R
CROSS REF: District Policy KHB

Adopted June 9, 1982
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