

FIELD TRIPS

Definition/Application of Policy

Any trip organized or conducted by an employee of the Winchester Public Schools which takes students away from their Winchester school building and grounds shall be considered a field trip. All field trips shall be governed by this policy.

Field trips should be educational in nature and shall be preceded and followed by appropriate learning experiences related to the trip. All field trip participation is voluntary and no student shall be penalized for non-participation.

Students on field trips are representative of their school and are expected to behave appropriately at all times including time beyond school hours. School rules and regulations apply during all field trips.

Funding

School system funds, grants, gifts and proceeds from fundraising may be used to fund field trips. Additionally, parents may be requested to pay for additional costs for field trips, including admission fees, transportation, housing, food, etc. However, it is the policy of the School Committee that no child is excluded because of such additional costs. If fundraising efforts are not sufficient and/or the school budget cannot subsidize the cost of those children who are unable to pay, the trip may be disapproved.

Should students be involved in fundraising, the amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework and after-school activities. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

DAY FIELD TRIPS

Approval

1. Permission to take a day field trip shall be secured from the Principal prior to making any arrangements or advertising for the trip. A field trip proposal form must be filed with the Principal who will authorize the trip by signing the form and returning it to the teacher(s). A copy of the field trip form will be filed with the Superintendent's office.
2. Vehicles of common carriers approved by the Superintendent or designee may be used to transport students. Additionally, drivers designated by the administration and covered by the appropriate insurance may be used to transport students on day trips.

3. All proposals for day field trips must include appropriate notification for the school nurse who will prepare a medical needs list for the supervising teacher. The school nurse will coordinate delegation of medication to a trained teacher.
4. Parent/Guardian Consent and Release Forms (attached as Exhibit A) must be secured for all trips. A separate form must be signed for each field trip. At the start of each year parents/guardians may sign a blanket field trip Consent and Release form allowing their child to participate in walking field trips within town.
5. All field trips must be adequately supervised by classroom teachers. Additionally, classroom assistants and parent volunteers may assist as chaperones. Volunteer chaperones must have CORI checks in accordance with M.G.L. C. 71 §38R.

LATE NIGHT AND OVERNIGHT FIELD TRIPS

Definition: Any student travel sponsored by the Winchester Public Schools that is planned to occur between the hours of midnight and 6:00 a.m., or that will include an overnight stay away from a student's home.

The Winchester Public Schools will sponsor late night or overnight field trips only when these trips relate to the curriculum or extra-curricular activities. Advance approval by the School Committee shall be required for all late night or overnight field trips.

Teachers proposing to take students on a late night or overnight field trip are required to submit a written proposal to their Principal who will review and approve the request prior to submission to the Superintendent for recommendation to and approval by the School Committee. The approval process should be completed prior to engaging students in any fundraising activities or other preparations for the trip (except when short notice was given by an athletic tournament or other competition organizer).

Except in unusual circumstances, proposals must be submitted a minimum of three months prior to the approval date. Sufficient time should be allowed to finalize plans after approval has been granted.

Note: From time to time teachers privately conduct educational tours or trips involving the participation of Winchester students. The School Committee neither sanctions nor prohibits such activities, nor assumes any responsibility for them. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning. Winchester Public School employees who may be participating in privately run trips must submit the proper conflict of interest disclosure forms if a financial benefit is being provided to them that would otherwise not be provided to a non-school employee, such as payment/reimbursement of any trip expenses by the sponsoring organization. Such disclosure is subject to advance approval by the Superintendent of Schools in accordance with the requirements of 930 CMR 5.04(a) and 5.08(1) and (2). Such approval is limited solely to a determination that the benefit received by the teacher will serve a legitimate public purpose in advancing educational goals and general learning

and that the public purpose outweighs the benefit to the employee. The Superintendent's determination merely authorizes the employee to participate in the trip without violating the Massachusetts Conflict of Interest Law and shall to no extent constitute approval of the trip or convert the trip into a school-sponsored trip, which the acknowledgement and release form required by this Policy shall expressly state. A teacher and other staff may distribute information about these trips only if (a) all materials are approved by the administration in advance to verify that they include a statement clearly explaining that such trips are not school-sponsored and that the Winchester School Committee and Winchester Public Schools do not sanction or assume any responsibility, and (b) the trip organizer shall deliver to the administration prior to the trip departure fully signed acknowledgement and release forms from all trip participants and from their parents/guardians in the form attached as Exhibit B to this Policy.

Proposals for late night and overnight field trips

Proposal must address each of these items:

1. Grades/classes/club/teams participating.
2. Educational or extra-curricular purpose of the trip. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
3. Connections to the curriculum including learning activities in preparation for the trip and follow-up after the trip, when appropriate.
4. Details concerning destinations and itinerary (include departure date and time and estimated return time).
5. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. If substantially all members of a class are participating in a trip that includes one or more school days, the school should provide appropriate substitute activities for any students not participating.
6. Transportation plans that take into account the following considerations:
 - a. Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period. 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 other unanticipated factors.
 - b. Transportation must be procured using the guidelines and regulations of Chapter 30B, State Procurement Act. No perks for students or teachers will be allowed, except for those specifically identified by the vendor through the procurement process.

- c. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Such trips should generally use commercial motor coaches.
 - d. Trips planned to include late night or overnight student travel should involve pre-trip checks of vendors.
 - e. School officials should ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district should not contract with any carrier that has an FMCSA safety rating of “conditional” or “unsatisfactory.”
 - f. The contract with the carrier should prohibit the use of a subcontractor unless sufficient prior notice is given to the district to allow verification of the subcontractor’s qualification.
7. Accommodation plans

Overnight accommodations should be made in advance with student safety and security in mind. All accommodations must be procured using the guidelines and regulations of Chapter 30B, State Procurement Act. No perks for students or teachers will be allowed, except for those specifically identified by the vendor through the procurement process.
8. Proposed cost of the trip per student, a complete budget for the trip, and sources of funding.
9. Number of students and adults participating, including percentage of the class/group
10. Information about chaperones
 - a. Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L. C. 71 §38R.
 - b. CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.
 - c. Except in extraordinary or emergency circumstances, chaperones/teachers should always travel with two or more students or adults.
11. Sample of information packet prepared for parents (including information about optional trip insurance encouraging parents to utilize it).
12. Notification of the school nurse who will prepare a medical needs list for the supervising teacher. The school nurse will coordinate delegation of medication to a trained teacher.
13. Copy of Consent Form and Release to be used for the trip in the form attached as Exhibit A to this Policy.

14. An agenda for a parent meeting to describe the trip and its purpose.
15. Provisions to ensure that all students are able to attend the trip if they so desire.
16. Proposal for overnight trips must be signed by the faculty member(s) proposing such trip.

A complete copy of the itinerary, roster of participants, and Consent Forms and Releases from all participating students must be on file at the principal's office for the duration of the trip.

The Superintendent and administration shall design all procedures and forms necessary to carry out this policy.

CROSS REFERENCES: GBEA, Staff Ethics/Conflict of Interest
(Disclosure by Non-Elected Municipal Employee of Financial
Interest and Determination by Appointing Authority as Required
By M.G.L. Ch. 268A, Section 19; Disclosure by a Non-Elected/Appointed
Employee of Travel Expenses Serving a Legitimate Public Purpose as
Required by 930 CMR 5.08(2)(d)(1)
GBEBC, Gifts to and Solicitations by Staff
KHB, Advertising in Schools

ADOPTED BY SCHOOL COMMITTEE: September 13, 2016