

**Southeastern Regional School District
Standard Practices and Procedures**

Field Trips and Excursions

Referring Policy No: IJOA

District Policy states that “*Field trips should be planned as an educational experience. They should be preceded by an orientation session and followed by a discussion and evaluation of the experience.*”

The following procedure must be followed for field trips.

Determination of relevance in the curriculum – Teachers and supervisors will determine when a field trip is relevant by considering the following:

1. Does the field trip fit into a learning standard defined in the course?
2. Is the educational value significant enough to outweigh the anticipated cost?
3. Is there an appropriate assessment to gauge effectiveness and student learning?

Approval – All field trips must receive written approval of the supervisor, the high school principal, and the superintendent at least two weeks in advance of the proposed trip. All out-of-state field trips require school committee approval. Requests for out-of-state field trips must be submitted to the Superintendent at least one month prior to the date of the trip. High school students taking field trips must have written parental permission. Permission forms and field trip request forms are on the school website.

Student Behavior and Chaperones – Students on field trips represent their school and should understand that they remain under school supervision during the entire field trip. The teacher shall enforce the school standards of personal conduct expected on a field trip. For supervisory and safety purposes there must be at least one instructor per twenty students.

Transportation - The use of private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use our vehicle, bus or van, or commercial motor coaches. Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI 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.

Trip Scheduling - Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, 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.

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 other 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.

Fundraising - All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The amount of time to be devoted to fundraising should be reasonable and commensurate with students’ obligations 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.

Field Trip Request distribution list: supervisor, transportation@sersd.org, scleary@sersd.org, ttello@sersd.org,acruz@sersd.org

A roster must accompany the request for approval.