Field Trip Request
(Submit to Transportation Coordinator at least two weeks in advance of trip)

Requesting School: ___________________________ Date of Request: ________________

Teacher(s): ________________________________________________

Date of Trip: ________________ Destination: _________________________

Grade: ___________ Purpose/Curriculum Connection (be specific): ________________

__________________________ Chaperones:* ____________________________

*Chaperone Policy: Pre-Kindergarten/Kindergarten – 1 adult chaperone for every 5 students; Grades 1–12 – 1 adult chaperone for every 10 students.

Recommended maximum passengers per field trip bus: 45 secondary, 50 elementary.

Departure Time from School: ___________________________ (9:00 am, depending on bus schedule)

Arrival Back at School (not after 1:30 pm*): ___________________________

**If the schedule is tight, it is advisable to have participants “brown bag” lunch or make arrangements for sandwiches in the cafeteria upon return to school. Field trips outside of the 9:00 am to 1:30 pm timeframe may be possible to arrange with a private bus company at a significantly higher cost.

Transportation Cost Will Be Paid By: PTO __________ Students __________
School Budget or Grant Account No.: ________________________________
Estimated Cost: ___________________________ for ____________________ Buses

Requesting Teacher Signature ___________________________ Date

School Nurse / Attending Field Trip – Y or N ___________________________ Date

Building Principal/High School Dept. Head ___________________________ Date

Confirmation/Transportation ___________________________ Date

Assistant Superintendent (day trips, in state) ___________________________ Date

Superintendent (overnight/out of state) ___________________________ Date

PLEASE REVIEW ATTACHED FIELD TRIP POLICY and BUS RULES
Revised 1/17/2018
Field Trip Bus Rules

The following bus rules are to be followed during all school field trips. They are in addition to the regular school bus safety rules which are listed in the student handbooks.

1. Each field trip bus must have at least one supervising teacher on board.

2. The supervising teacher and all other adult chaperones are responsible for student conduct. Particular attention should be paid to the following rules:
   
   a. Students are to be seated at all times;
   b. the aisle and windows are to be kept free from obstructions;
   c. noise level is to be kept to a tolerable level (i.e., no yelling).

   *Adults should be seated in both the front and rear of the bus to properly supervise student conduct.

3. Younger siblings are not allowed on field trips.

4. Lunches may be eaten on the bus subject to the following conditions:
   
   a. No glass or hard containers (juice boxes encouraged);
   b. trash bags should be brought and filled with all trash at the end of the trip.

5. The supervising teacher should communicate/cooperate with the bus driver regarding pre-arranged pickup time and location.

6. All field trip locations and stops must be approved in advance on the field trip request form. Any changes must be cleared with the School Principal and the Transportation Coordinator.

NOTE: Some field trip locations require paid bus parking. Please check this when arranging a field trip and have cash available.
FIELD TRIPS

Educational field trips by student groups that take place during a single school day must have the approval of the Building Principal and the Superintendent of Schools or his/her designee. Student safety shall be a primary concern.

There will be at least one (1) chaperone for every ten (10) students on all field trips for Grades 1-12, and one (1) chaperone for every five (5) students on all field trips for Grades Pre-Kindergarten through Kindergarten.

Supervision of students is an ongoing responsibility of those individuals chaperoning the field trip.

Students who participate in a school-sponsored field trip must have written approval from the parent or guardian.

No student shall be denied the privilege of participating in a school sponsored field trip because of financial inability to pay.

Students will not be permitted to transport themselves or others by private automobile on school-sponsored field trips.

Besides those criteria listed above, all out-of-state or overnight field trips shall be presented to the school committee for its approval prior to any soliciting of student involvement, advertising for the trip, or fund raising at least six months before the anticipated date of the trip, with the exception of athletic tournaments, art and music festivals, or any other travel required as part of advancing in a student competition. (See File JJH)
STUDENT TRAVEL

All student trips which include overnight or out-of-state travel must have prior approval of the school committee before any students are approached or any trip is advertised. This approval must be requested at least six months before the anticipated date of the trip. Initial approval by the school committee is also required before engaging students in any fund raising activities, or any funds committed.

The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. 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.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 60 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. 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.

Athletic tournaments, art and music festivals, and other similar student competitions that require an overnight stay or out of state travel are exempted from the time approval requirement.

CROSS REFS.: IJOA, Field Trips

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002
M.G.L. 69:1B; 71:37N

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STUDENT TRAVEL REGULATIONS

1. **Transportation**

   The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. 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. 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.safersys.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, 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 Dept. of Elementary and Secondary 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.

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.