



School Field Trip Procedural Manual

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Somerville Public Schools
School Field Trip Procedural Manual

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INTRODUCTION

School-sponsored field trips can be a valuable supplement to a student's educational experience. Trips should be a natural outgrowth of the instructional program, and the trip planning process should be as much of an educational process for the students as the trip itself. The purpose of this **School Field Trip Manual** is to assist Somerville Public Schools staff members when planning a field trip; to ensure a safe and positive off-site learning experience for students, and a positive experience for staff members and volunteers, that meets the educational and/or programmatic goals of the trip.

It is the responsibility of the teacher or trip organizer to discuss the possibilities of a field trip with the building principal prior to submitting a formal request. Trips must be coordinated to be an outgrowth of the instructional or enrichment program, and directly related to the program curriculum.

School-sponsored field trips are considered to be an extension of the school day with students, teachers and chaperones serving as ambassadors for their school and the District. As such, students, teachers and chaperones are expected to conduct themselves according to standards of behavior that comply with school and District rules, contribute to individual and group safety, secure maximum educational benefits, and maintain positive public relations about SPS students, schools, and District.

DEFINITIONS

Field Trips:

- **Academic field trips** include all off-campus trips that are organized as part of the class curriculum, and which occur during regular school day hours. Academic field trips must include pre- and post-instructional activities and/or assessment. Full class participation is expected. Provision for a comparable instructional experience during the school day must be made for students unable to attend the academic field trip.
- **Extracurricular field trips** are off-campus trips organized by a school sponsored club or group. Participation is optional and voluntary. Extracurricular field trips must offer an educational benefit consistent with the club or group's focus and can occur during the regular school day with the approval of the school Principal or Headmaster, or after regular school hours.
- **Interscholastic field trips** are in-district or out-of-district off-campus trips in which students participate as representatives of the Somerville Public Schools, including but not limited to, athletics, cheerleading, and the performing arts. Interscholastic field trips can occur during the regular school day with the approval of the school Principal or Headmaster, or after regular school hours.
- **Day field trips** are academic, extracurricular, or interscholastic field trips which do not require a student to stay overnight away from home. Day field trips may be In-State or Out-of-State and appropriate field trip procedures must be followed for each.
- **Overnight field trips** are academic, extracurricular, or interscholastic field trips which require a student to stay overnight away from home. The procedures for planning and approving overnight trips apply. Overnight trips may include travel within Massachusetts, in other states, and internationally. Require School Committee approval.
- **In-State field trips** are day or overnight academic, extracurricular, or interscholastic field trips that occur entirely within Massachusetts.
- **Out-of-State field trips** are day or overnight academic, extracurricular, or interscholastic field trips that occur partially or entirely outside of Massachusetts, including international trips. Require School Committee approval.

Chaperone. A person age 18 or older, other than a teacher, instructional assistant, or coach, who accompanies and supervises students on a field trip. A current, satisfactory Criminal Offender Record Information (CORI) check is required of all chaperones.

POLICY Related to FIELD TRIPS

File: IJOA FIELD TRIPS

The School Committee recognizes that firsthand learning experiences provided by field trips are an effective and worthwhile means of learning. It is the desire of the School Committee to encourage field trips as part of the total school program and curriculum.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration and reviewed and approved by the School Committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Principal and that all overnight and out of state field trips have the prior approval of by the School Committee.

Field trips can bring the school and the community closer together, which can result in experiences that enrich the curriculum for students and also bring about better public relations. The School Committee encourages field trips as an integral part of the instructional programs in the schools.

The Superintendent will establish procedures and protocols to assure that:

1. All students have parental/guardian permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.

The Superintendent is responsible for the production, distribution and updating of a field trip handbook which contains the procedures and protocols for all field trips.

All out-of-state or overnight trips and excursions must have advance approval of the School Committee with **forms being submitted at least six weeks in advance of the trip.** Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

LATE NIGHT & OVERNIGHT SCHOOL SPONSORED STUDENT TRAVEL

1. Overview of the Law on Late Night & Overnight School Sponsored Student Travel

Chapter 346 of the Acts of 2002, An Act Relative to Safety of School Sponsored Travel, was enacted on October 9, 2002. The purpose of the policy below, adopted by the Board of Education, is to assist school committees in adopting their own policies concerning planned late night or overnight student travel as required by section 37N of chapter 71 of the General Laws. Chapter 346 of the Acts of 2002 mandates that each school committee shall establish its initial policy under section 37N of chapter 71 of the General Laws not later than January 7, 2005.

Section 37N. Each school committee shall establish a policy concerning student travel sponsored by a school 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 policy shall address, but not be limited to, such issues as safety of transportation and accommodations, cost, including expectations for fundraising by students, time away from school, appropriateness of the trip for the grade level and the trip approval process. In adopting its policy, the school committee shall consider the policy drafted by the board of education under section 1B of chapter 69.

2. How to Implement the Law on Late Night & Overnight School Sponsored Student Travel

Many districts already have policies in place regarding field trips and other off-site activities that can

form the basis for the policy mandated under section 37N. These existing policies should be reviewed, and amended, if needed, after consideration of the policy below. The points enumerated in the Board's policy are not mandatory; school committees should take into account local needs and preferences in adopting their own policies on trips planned to include late night and overnight travel.

School committee members are strongly encouraged to consult with legal counsel as they revise their existing policies and develop new ones.

3. Policy (adopted by the Somerville School Committee, December 4, 2003)

A. Trip Approval Process

1. School committees should require advance approval for trips planned to include late night or overnight travel.
2. The approval process should be completed prior to engaging students in fundraising activities or other preparations for the trip.
3. 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.
4. Teachers and other school staff should be prohibited from soliciting privately run trips through the school system. The trip approval process should apply only to school-sanctioned trips; school committees should not approve trips that are privately organized and run without school sanctioning.
5. Policies and procedures for trip approval should take into account all logistical details involving transportation, accommodations, fundraising required of students, and the educational value of the trip in relation to its costs.

B. Transportation

1. The use of private vehicles for trips planned to include late night or overnight student travel is prohibited. Such trips should generally use commercial motor coaches or school owned vehicles driven by school employees.
2. Trips planned to include late night or overnight student travel should involve pre-trip checks of companies, drivers, and vehicles.
3. The contract with the carrier should prohibit the use of a subcontractor unless sufficient notice is given to the district to allow verification of the subcontractor's qualifications.

C. Trip Scheduling

1. 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 under 603 CMR 27.00. However, academic field trips may be considered structured learning time (see the Department's Student Learning Time Regulations Guide). School districts may consider travel for field trips as included in students' schedules, but the Department recommends that schools consider scheduling additional structured learning time when significant travel time is anticipated (i.e., time outside the hours of the regular school day).
2. If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

D. Fundraising

1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
2. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.
3. If students are charged individual fees for participation, the district should make every effort to provide scholarships where needed.

Approved: December 4, 2003

Reviewed: May 2009

Amended: August 25, 2014

GENERAL CONDITIONS for STUDENT PARTICIPATION in a FIELD TRIP

Students must be in good standing in order to participate in school-sponsored field trips. All students are expected to abide by the school discipline code and demonstrate consistent appropriate behavior in their interactions with teachers, staff members, and fellow students at all times. In order to participate in a school-sponsored field trip, student must:

- submit a completed Field Trip Permission slip signed by their parent/guardian, by the required due date;
- for Overnight and Out-of-Country field trips, submit a completed Student Medical/Medication Form signed by their parent/guardian, by the required due date;
- consistently demonstrate behavior that meets reasonable standards during the school year up to the actual date of the trip. Students not meeting this condition will not be permitted to go on the field trip. Their parents/guardians will be notified that the student is unable to go on the field trip, and of alternate arrangements for in-school instruction. Suitable arrangements must be made to provide in-school instruction to students who do not choose to attend. Teachers/trip organizers are responsible for making these arrangements and notifying the building Principal.
- With the approval of the building Principal/Headmaster and the Student Services Director, a student who has previously committed a serious disciplinary violation or behaved unacceptably but has since consistently demonstrated good evidence of improved behavior and dependability, may have the opportunity to participate in a school-sponsored field trip.

The conditions noted above for student participation in a field trip are mandatory with respect to each trip.

GENERAL CONDITIONS FOR FIELD TRIP APPROVAL

Planning the Trip:

- **Use the Field Trip Timeline/Checklist included in this manual as a planning guide.**
- Field trips must be connected to the curriculum, and used as an extension of classroom learning in a standards-based environment. Instructional objectives of the field trip should be clearly outlined, and tied to pre- and post-trip activities.
- The field trip planner should carefully research the planned destination before the decision-making begins. Planners are urged to visit the site beforehand, if possible, to assist in the field trip planning.
- In order to maximize the learning for students and provide opportunities for leadership, students should be involved in the trip planning process to the extent possible..
- Understand and be aware of all the trip details before finalizing a trip; have a plan for sharing this information in advance with students and parents/guardians. Details should include number of students to number of teachers/chaperones, availability of lavatories, refreshment facilities, accessibility, costs associated with trip, emergency contact information, emergency medical services available. These should all be considered for inclusion in a notice to be given to each student and discussed fully in each participating class prior to the trip.
- Set and discuss rules of behavior and specific facts about the place to be visited.
- Understand goals of the visit as well as follow-up activities and expectations; discuss with students and share with parents/guardians. Field trips should be directly relevant to the instructional program.

Only field trips meeting the following conditions will be approved. The trip organizer must ensure that:

- Trips are age-level appropriate.
- Trips are reasonable in terms of time, distance and cost.
- No student is denied the opportunity to participate in an academic field trip because of the inability to pay. Costs associated with an optional/voluntary extracurricular field trip will be the responsibility of the individual student/family. Where appropriate, fund raising should be organized to help defray costs. All fundraising must be done in compliance and accordance with SPS school policies.
- Overnight Trips and Extracurricular field trips should occur during non-school time.
- Trips are not scheduled during the MCAS or other standardized examination periods for students taking those exams.
- Trips are planned with the utmost consideration of student safety which includes, without limitation, an appropriate number of adult chaperones, all of whom have approved Criminal Offender Record Information (CORI) checks on file with the Superintendent.
- There is adequate supervision on the field trip, with minimal impact on other classes because of the number of teachers missing classes due to chaperoning.
- Provisions have been made for medical emergencies, including attending medical personnel, when necessary. School nurses should be involved in the trip planning process.
- When school bus transportation is required, the school district's regular transportation contractor is to be utilized, if available. If the school district's regular transportation carrier is not available, the trip organizer should work with the District Director of Finance to ensure an appropriate alternate carrier.
- Should an emergency situation occur, the trip organizer is responsible for notifying the Principal by telephone as soon as possible.
- Helmets are required for bicycle and ski/snowboard trips.
- Trip cancellation insurance must be made available for all multiple day out-of-state trips and international travel.
- Mandated insurance coverage requirements must be met before the field trip can be approved.
- No financial commitments are to be made until the Field Trip Approval form is returned with all required signatures.

FIELD TRIP TIMELINE / CHECKLIST

(✓ and indicate date when completed)

- Read School Field Trip Manual Date _____
- Completed and submitted appropriate **Field Trip Form** (In-State Day Field Trip Form, Out-of-State Day Field Trip Form, Overnight Field Trip Form) with all required information for review and approval within the designated timeline. (See *Timeline* chart below.) Date _____
- Had School Nurse review field trip medical needs; obtained signature from School Nurse on appropriate **Field Trip Form**. Date _____
- Received copy of approved **Field Trip Form** with all required signatures. Date _____
- Obtained completed and signed **Field Trip Permission Slips** from all students. Date _____
- Obtained completed and signed **Medical/Medication Information and Permission Form** from all students. (Required for all Overnight Trips) Date _____
- Provided all parents/guardians written notification of field trip details. Date _____

School Field Trip Timeline

Type of Field Trip	Submit to Principal/Administrator for Approval	Submit to Asst. Superintendent, CIA for Approval	Have School Nurse Review for Medical Needs/Obtain School Nurse Signature
In-State Day Field Trip	At least 3 weeks prior to field trip	At least 3 weeks prior to field trip	At least 72 hours prior to field trip
Out-of-State Day Field Trip	At least 6 weeks prior to field trip	At least 6 weeks prior to field trip	At least 30 days prior to field trip
Overnight Field Trip	At least 6 weeks prior to field trip	At least 6 weeks prior to field trip	At least 30 days prior to field trip

AUTHORITY TO APPROVE/DISAPPROVE FIELD TRIPS

- All school-sponsored **In-State Day Field Trips** must receive prior recommendation of the Principal/Headmaster and Department Head, if applicable, and the approval of the Assistant Superintendent for Curriculum, Instruction and Assessment. The appropriate In-State Day Field Trip Form must be completed and submitted for approval to the Asst. Superintendent at least three (3) weeks in advance.
- All school-sponsored **Out-of-State Day Field Trips** must receive prior recommendation of the Principal/Headmaster and Department Head, if applicable, and the approval of the Assistant Superintendent for Curriculum, Instruction and Assessment as well as the Superintendent of Schools (following School Committee approval). The appropriate Out-of-State Day Field Trip Form must be completed and submitted for approval to the Assistant Superintendent at least six (6) weeks in advance.
- All school-sponsored **Overnight Field Trips (including International Trips)** must receive prior recommendation of the Department Head and Principal/Headmaster, and the approval of the Assistant Superintendent for Curriculum, Instruction and Assessment as well as the Superintendent of Schools (following School Committee approval). The appropriate Out-of-State Day Field Trip Form must be completed and submitted for approval to the Assistant Superintendent at least six (6) weeks in advance.
- The approval process must be completed prior to engaging students in fundraising activities or other preparations for the trip.
- The Superintendent of Schools reserves the right (a) to cancel trips up to departure, and (b) to recall trips in progress, if they believe there are national and/or international conditions that pose potential danger to students or any other reason deemed appropriate by the Superintendent of Schools.
- The Superintendent will alert the School Committee to final deadlines regarding required commitment of funds if there are national/international events/situations which may require the Superintendent to cancel or recall a trip due to safety concerns or other reasons.

Field Trip Approval Criteria

The table below lists the terms used for trips of various types and the approval required. Note that out-of-state travel requires School Committee approval regardless of the trip length. In no case will a trip exceeding five school days be approved.

Trip Length	Principal/ Dept. Head	Sup't./ Designee	SC
Day Trip –takes place during school day hours, or during regular program hours.	Academic	X	X
	Non-Academic	X	X
Extended Day Trip –extending beyond the school or program day but returning prior to midnight.	Academic	X	X
	Non-Academic	X	X
Overnight Trip –involves overnight travel and/or an overnight stay.	Academic	X	X
	Non-Academic	X	X
Out-of-State Trip – involves travel outside of Massachusetts, whether a day trip or an overnight trip.	Academic	X	X
	Non-Academic	X	X
International Trip –outside of the United States.	Academic	X	X

Non-Academic	X	X	X
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APPROVAL DOCUMENTATION – for ALL school-related field trips

- The appropriate **Field Trip Form** (In-State Day Field Trip, Out-of-State Day Field Trip, Overnight Field Trip) must be submitted for field trip approval by the appropriate authority as specified in this procedural manual within the required timeline in order for the field trip to receive consideration for approval. All forms required for field trip approval must be completely filled out. All requested information must be provided in writing.
- Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and a current CORI must be on file in the Superintendent’s Office. All chaperones must be listed on the **Field Trip Form** and updated when chaperones change.

Additional Documentation Requirements for Overnight/International Field Trips

In addition to the information requested on the appropriate **Field Trip Form**, Overnight/International trip organizers must also provide the following information:

- Description of arrangements for meals and lodging.
- Description of security features for transportation and accommodations.
- Draft copy of any contract and refund policies associated with the trip.
- Draft copy of the letters or notices to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the Somerville Public Schools conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations.
- International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited. For international field trips, the trip organizer will provide parents/guardians a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.

- Additional information may be requested from the appropriate authority prior to making a decision.

- Should external circumstances change after the initial trip approval, detailed modifications to the relevant approval documentation (see above) will be required.

MEDICAL GUIDELINES for FIELD TRIPS

STAFF Medical Guidelines for Field Trips

In order to Plan a field trip that is safe for EVERY child in your class, strict adherence to the following guidelines will help to ensure the health and safety of all students. For all in-state day field trips, the school nurse must be notified at least 72 hours prior to the trip. For all overnight, out-of-state or out-of-country field trips, the school nurse must be notified at least 30 days in advance. The school nurse is available for consultation and will assist in the planning of all field trips.

In some cases, a physician's recommendation may be necessary to ensure that it is safe for a particular child with a special medical need to attend a trip. This is based on the distance or time from an Emergency response, severity of medical need and risk to student's safety. If you have any concerns regarding the appropriateness of a particular trip for a student, please consult with your school nurse.

A parent/guardian of a child with a special medical need may volunteer to attend a field trip to provide the care that their child will need. This should be strongly supported because there is no guarantee that a nurse will be available. We are obliged to provide safe and equal access to all field trips for all students.

NO NUT OR PEANUT snacks may be eaten on the bus. It is best to restrict eating on the bus when possible (i.e. a bus trip that lasts less than 2-3 hours). Water should be the beverage of choice unless there is a medical contraindication for specific student's health needs. A cell phone must accompany each trip.

Day Field Trip

1. Notify the school nurse at least 72 hours in advance. If a nurse is needed to attend then a 2 week notice is necessary.
2. Bring a list of parents' and emergency contact phone numbers.
3. Bring your special needs list for your class or grade.
4. In your communication with parents, encourage the parent to send inhalers for any child who is at risk. The School Nurse will provide the appropriate students with any inhaler that has been prescribed to them by the parent/physician.
5. Check with the school nurse regarding any procedures or daily and emergency medications. The School Nurse will prepare an individual dose and delegate the administration to a staff member. No student requiring an Epi-pen may attend a field trip unless the parent/guardian has provided a current Epi-pen and a Care Plan including physician orders for administration. There must be a trained staff member on the trip to administer the Epi-pen if indicated.
 - If an Epi-pen is administered, it is protocol to immediately call 911 and have the student transported to the nearest emergency room for follow up care.
6. Request a first aid kit from the school nurse; make sure the school nurse knows where you are going, so she/he will prepare an appropriate kit.

Overnight Trip/Out-of-Country Trip

1. Please notify the school nurse and involve him/her in planning for medical needs as soon as you are aware of a trip, but at least 30 days in advance.
2. Send home the ***Overnight/Out of Country Student Medical/Medication Information Form*** (a copy of which is included in this manual), at least 3 weeks but not more than 30 days in advance of the trip to ensure that information is current.
3. Designate a chaperone on each bus that is Epi-pen trained and comfortable managing first aid and monitoring of medications.

4. A teacher or chaperone that is a medical professional should meet with the nurse to discuss special needs list, medications and first aid supplies. A non-staff/non-medical chaperone should **not** assume this responsibility due to confidentiality issues.
5. Within 48 hours of departure, the designated medical professional teacher or chaperone should meet with the school nurse to pick up first aid supplies and medications.
6. Generally, students going on overnight trips are old enough to carry their own “emergency” medications i.e. inhalers and Epi-pen. The school nurse will determine that designation.

NOTE: All supervisors/chaperones need to be apprised of the above information, and there needs to be redundancy in possessing information; electronic access is accepted.

If a student may participate safely only with a nurse in attendance, arrangements must be made before the trip is planned to be sure a nurse is available to attend.

OVERNIGHT/ OUT-OF-COUNTRY FIELD TRIP MEDICATION PROCEDURE

Please note the following procedures for the administration of medication on overnight field trips. It is required that the procedures be followed as outlined below. Only essential and approved medication should accompany a student on a field trip.

1. *If a child must take daily medication:*

The parent/guardian will bring the medication to the school nurse in a clearly marked pharmacy container with the original Pharmacy label, along with small baggies that have the labels on them. If more than one day’s supply is needed the school nurse will assist with organizing daily medication doses marked baggies which are to include Student’s Name, Medication, dosage, date, and time of administration. NOTE: please be sure the parent/guardian completes the attached prescription medication form including side effects of any medications a child will receive while on this field trip.

Oral medications, for the overnight field trip, will be stored with a designated staff person. A child will come to the staff person and they will self-medicate from the envelope which has one dose of medication in it. The staff person will remind the child when it is time for the student to take his/her own medication from the envelope. Parents/guardians should be sure that their child understands this procedure.

2. If a child needs to take Tylenol/or Ibuprofen for discomfort, the parent/guardian must prepare doses for him/her and provide them to the school nurse for review protocol; students are **not** allowed to carry **any** drugs while on an overnight field trip. Each separate dose must be prepared by a parent/guardian and clearly marked in a small envelope/baggie with instructions as to why and when it may be administered. This medication will also be stored with a staff person and the child should come to the staff person if medication is needed. (Aspirin is contraindicated for children unless ordered by a physician.) Parents/guardians should check in with the school nurse within one week after the trip to pick up any unused doses.
3. If a child usually carries an inhaler for asthma or allergies, parents/guardians must be sure that it is up to date and that it has sufficient medication in it. The child may keep all inhaled and topical medications on his/her person if developmentally appropriate as determined after school nurse consultation.
4. If the child has a known severe allergy and has an Epi-pen prescribed, parents/guardians must send it to school with any other medications their child will need. The Epi-pen will be returned to the parent/guardian after the trip if unused. Please check expiration dates. **If parents/guardians are unable to send Epi-pens from home – they should contact the school nurse upon receipt of the *Student Medical/Medication Information Form*.**

COMMUNICATION Related to FIELD TRIPS

Communication with Parents/Guardians

Communication with parents/guardians and school administration throughout the field trip process is a key component in creating a positive learning experience for students and their families.

Once the field trip has been approved, all parents/guardians and school administration should be provided with a written document outlining trip details. This document should include: transportation schedule (departure time/location and return time/location), name and location of field trip site, emergency contact information, list of chaperones, student behavioral and communication expectations during field trip, objectives, on-site/post-trip activities, and any other pertinent information that will assist in ensuring a safe and positive learning experience.

The *Field Trip Permission Slip* (included in this manual) should be filled out completely prior to being sent home for a parent's/guardian's signature.

Communication By, Between and with Students on Trips

The field trip coordinator(s) are expected to address communication expectations during a field trip with participating students prior to the field trip. Clear expectations should be outlined regarding the use of any electronic communication by and between students, chaperones and teachers before, during and following the field trip, including whether photographs or videos may be taken and/or shared during the field trip. Teachers taking photos for educational or promotional purposes must ensure that the appropriate Photo Release approval has been obtained from the student's parent/guardian. The *Field Trip Permission Slip* (a copy of which is included in this manual) includes a Photo Release sign-off.

PERMISSION, CONSENT and RELEASE FORMS

Any student going on a school-sponsored field trip must submit a properly completed and signed "Field Trip Permission Form." Students participating in Overnight/International Field Trips must also submit a properly completed and signed "Student Medical/Medication Information" form prior to students engaging in fundraising activities or other preparations for the trip. This form must be signed by the student (if appropriate) and the student's parent or legal guardian.

For athletic teams or other extracurricular school groups that routinely travel as part of their activities, the student (if appropriate) and the student's parents/guardians may submit one consent/release form to cover all events for the season.

Cancellation of Field Trips:

By signing the permission, consent and release forms, the student (if appropriate) and parents/legal guardians affirm that he/she/they have approved the participation of their child in the school-sponsored academic or extracurricular field trip with full knowledge that:

- The Superintendent reserves the right to cancel a trip up to the departure date or to recall a trip in progress if national and/or international conditions so warrant or if security and safety concerns over which the SPS had no control render it appropriate to cancel the trip. The Superintendent will take the following criteria into consideration when making its decision: (a) U.S. Department of State Travel Advisory; (b) Homeland Security Advisory (alert status); and/or (c) Declaration of War or armed conflict. Additionally, the critical judgment of the Superintendent, with input from the Principal/Headmaster and trip organizer, will be taken into consideration.
- In such event that a trip must be cancelled, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed. The student and parents understand that he/she/they may lose any and/or all of the funds he/she/they have expended for the voluntary trip. Trip insurance is required for all multiple day out-of-state trips and international travel.
- The Superintendent will alert the School Committee to final deadlines regarding required commitment of funds if there are national/international events/conditions/situations which might make the Superintendent cancel or recall a trip due to safety concerns or other reasons.
- The School Committee, and its officers, agents, and employees shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip.

SUPERVISION and CHAPERONES

Trip organizers should recognize that the larger the group involved, the more difficult the challenge of managing it. The following should be considered in planning and executing a trip:

- All chaperones are required to have a current CORI on file in the Superintendent's Office.
- A definite number of chaperones should be agreed upon and required for each field trip. At no time should the student-to-chaperone ratio be more than 10 students to 1 chaperone.
- The proper number of chaperones must be secured well before the trip, and chaperones must be listed by name on the appropriate Field Trip Form submitted for approval and updated when chaperones change.
- Chaperones other than professional staff and student teachers, must be at least 18 years old. This requirement applies also to brothers, sisters, and other relatives of student participants who are serving as chaperones.
- Only chaperones and students are allowed to participate in the field trips. Parents and other adults are not to be accompanied by young family members requiring substantial supervision since the chaperone's full attention should be given to the students participating in the field trip.
- Non-teacher chaperones are expected to assist in maintaining appropriate student conduct, and to accept responsibility under the direct supervision of the teacher.
- Specific students may be assigned to a specific chaperone, to ensure the students' safety and a positive off-site learning experience.
- Safety must always be an overriding concern in determining supervision during a field trip, and what field trip control measures are needed.

STUDENT CONDUCT DURING FIELD TRIPS

- All Somerville Public Schools Policies related to Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and specific trip rules as identified by the trip organizer or trip planning committee regarding student conduct will apply and be in effect at all times for all academic and extracurricular field trips.
- If a student violates any Somerville Public Schools student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, or specific trip rules, or otherwise misbehaves while on a field trip, the student will, if the behavior warrants, be immediately suspended from the field trip and sent back to school or home, as appropriate, by the trip organizer at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.

TRANSPORTATION, LODGING, AND SCHEDULING

- The use of private vans and automobiles for school-sponsored field trips is not permitted except in rare cases with prior approval in writing of the Superintendent and parents/guardians. Such trips will use commercial vans or motor coaches and employ professional licensed drivers. Emergency situations may be approved by the Superintendent or his designee.
- When school bus transportation is required, the school district's regular transportation contractor is to be utilized, if available. If the school district's regular transportation carrier is not available, only contractors licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA) or the Department of Defense's approved list of motor carriers may be used. Carriers with an FMCSA or Department of Defense safety rating of "conditional" or "unsatisfactory" cannot be used. FMCSA carrier ratings are available online at <http://www.safer.fmcsa.gov> or by calling 703.280.4001 and providing the carrier's D.O.T. identification number. Department of Defense carrier rating is available online at <http://www.mtmc.army.mil/content/504/approvedlist.pdf>. Appropriate District procurement procedures must be followed in order to obtain bus transportation. Contact the District Finance Office for assistance.
- Any contract with a private carrier must prohibit the use of subcontractors unless approved by the Superintendent or designee. The Superintendent or designee shall not approve use of any subcontractor unless the subcontractor meets the criteria referenced above.
- Overnight accommodations at all hotels, motels, or other lodging, with established rules and regulations to ensure student well-being, should be made in advance with student safety and security in mind. Overnight accommodations should be made with careful attention to student safety and adequate, appropriate supervision, without infringing on student privacy. At no time should an individual student be assigned to a room with one chaperone without expressed written permission from the student's parent/guardian and the Superintendent of Schools.
- Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 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. If a planned trip exceeds ten (10) consecutive hours of driving, a second driver must be utilized or the driver must be off duty for eight (8) consecutive hours before driving again.

TRIPS RUN BY OUTSIDE, INDEPENDENT OPERATORS

Field trips coordinated by outside, independent operators must follow the same procedures outlined in this manual and must be in compliance with appropriate Massachusetts and Somerville Public Schools field trip policies, handbooks and regulations. Field trip planning must be coordinated in partnership with a designated staff member overseeing said field trip to ensure that all proper procedures are followed, and that appropriate documentation is completed. The designated staff member overseeing the field trip must ensure that outside, independent operator is reputable by checking in with MA Attorney General's Office of Fair Labor and Business Bureau and must also obtain documentation of insurance compliance by independent operator.

IN-STATE DAY FIELD TRIP FORM



Instructions

- All in-state field trips must be approved by the Assistant Superintendent at least three weeks before the field trip.
- Please notify the School Nurse and involve him/her in the planning for medical needs at least 72 hours prior to the field trip.
- Please submit this form to the Assistant Superintendent for Curriculum, Instruction and Assessment at least three weeks prior to trip. In-state field trip requests not submitted three weeks in advance of the proposed trip may not be approved.
- If you are planning an out-of-state or overnight field trip, please use the appropriate form.
- The form may be faxed to 617-666-1130 or mailed via interoffice to SPS Central Office.
- All sections marked with an asterisk (*) must be completed by the staff person(s) proposing the field trip.

*Date(s) of proposed field trip: _____ Reviewed by Nurse: _____
(Nurse's Signature/Date)

Date form submitted to Principal/Administrator: _____ Three weeks in advance? No Yes

Basic Field Trip Information

*School/program: _____ *Teacher(s) and Grade(s): _____

*Destination: _____ *Time period: _____

*Field trip objective(s): _____

*# of teachers: _____ Sub Needed? Yes No *# of students: _____ *# of chaperones _____

EMERGENCY CONTACT # (teacher/staff name & cell phone #) _____

*Names of chaperones and all staff (Use as many lines as are needed; add additional paper if using more than six.)

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

*Mode(s) of Transportation _____ *Student Cost: _____

*What accommodations will be made for students who cannot pay? Please specify funding source.

*To which course/unit/program is the trip related? _____

*To which curriculum standard(s)/objective(s) is the trip related? _____

*Describe follow-up activities to ensure field trip objectives met/curriculum standards taught:

Approvals

When this form is completed, please submit it for the following signatures. The signatories should mark the appropriate box with the DATE they give approval or disapproval. Once the Principal and/or Department Head(s) have signed, please forward the form to Central Office.

APPROVED _____ DISAPPROVED _____ Principal

APPROVED _____ DISAPPROVED _____ Department Head(s)**

**Department Head signature also required for field trips related to: SHS Math/Science, SHS Humanities, Art, Health/PE, Library/Media Studies, Music, Special Education, English Language Learners, Guidance, Early Childhood, Community Schools/Afterschool programs, and Adult Learning Programs

APPROVED _____ DISAPPROVED _____
Assistant Superintendent for Curriculum, Instruction & Assessment

OUT-OF-STATE DAY FIELD TRIP FORM



Instructions

- All out-of-state field trips are required, by Massachusetts General Law, to be approved by the School Committee.
- Please notify the School Nurse and involve him/her in planning for medical needs as soon as you are aware of a trip, but at least 30 days in advance.
- Please submit this completed form to the Assistant Superintendent for Curriculum, Instruction and Assessment six weeks before the scheduled trip. Completed out-of-state field trip requests not submitted six weeks in advance of the proposed trip may not be approved. If you are planning an in-state or overnight field trip, please use the appropriate form.
- The form may be faxed to 617-666-1130 or mailed via interoffice to SPS Central Office.
- All sections marked with an asterisk (*) must be completed by the staff person(s) proposing the field trip.

*Date(s) of proposed field trip: _____ Reviewed by Nurse: _____
(Nurse's Signature/Date)

Date form submitted to Principal/Administrator: _____ Six weeks in advance? No Yes

Basic Field Trip Information

*School/program: _____ *Teacher(s) and Grade(s): _____

*Destination: _____ *Time period: _____

*Field trip objective(s): _____

*# of teachers: _____ Sub Needed? Yes No *# of students: _____ *# of chaperones _____

EMERGENCY CONTACT # (teacher/staff name & cell phone #) _____

*Names of chaperones and all staff (Use as many lines as are needed; add additional paper if using more than six.)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

*Mode(s) of Transportation _____ *Student Cost: _____

*What accommodations will be made for students who cannot pay? Please specify funding source.

*To which course/unit/program is the trip related? _____

*To which curriculum standard(s)/objective(s) is the trip related? _____

*Describe follow-up activities to ensure field trip objectives met/curriculum standards taught:

Approvals

When this form is completed, please submit it for the following signatures. The signatories should mark the appropriate box with the DATE they give approval or disapproval. Once the Principal and/or Department Head(s) have signed, please forward the form to Central Office.

_____ APPROVED	_____ DISAPPROVED	_____ Principal
_____ APPROVED	_____ DISAPPROVED	_____ Department Head(s)**

**Department Head signature also required for field trips related to: SHS Math/Science, SHS Humanities, Art, Health/PE, Library/Media Studies, Music, Special Education, English Language Learners, Guidance, Early Childhood, Community Schools/After-school programs, and Adult Learning Programs

_____ APPROVED	_____ DISAPPROVED	_____ Assistant Superintendent for Curriculum, Instruction & Assessment
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_____ APPROVED	_____ DISAPPROVED	_____ Following School Committee approval, Anthony Pierantozzi, Superintendent
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OVERNIGHT FIELD TRIP FORM



Instructions

- All overnight field trips are required, by Massachusetts General Law, to be approved by the School Committee.
- Please notify the School Nurse and involve him/her in planning for medical needs as soon as you are aware of a trip, but at least 30 days in advance.
- Please submit this completed form to the Assistant Superintendent for Curriculum, Instruction and Assessment six weeks before the scheduled trip. Completed out-of-state field trip requests not submitted six weeks in advance of the proposed trip may not be approved. If you are planning an in-state or out-of-state day field trip, please use the appropriate form.
- The form may be faxed to 617-666-1130 or mailed via interoffice to SPS Central Office.
- All sections marked with an asterisk (*) must be completed by the staff person(s) proposing the field trip.

*Date(s) of proposed field trip: _____ Reviewed by Nurse: _____
(Nurse's Signature/Date)

Date form submitted to Principal/Administrator: _____ Six weeks in advance? No Yes

Basic Field Trip Information

*School/program: _____ *Teacher(s) and Grade(s): _____

*Destination: _____ *Time period: _____

*Field trip objective(s): _____

*# of teachers: _____ Sub Needed? Yes No *# of students: _____ *# of chaperones _____

EMERGENCY CONTACT # (teacher/staff name & cell phone #) _____

*Names of chaperones and all staff (Use as many lines as are needed; add additional paper if using more than six.)

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

*Mode(s) of Transportation _____ *Student Cost: _____

*What accommodations will be made for students who cannot pay? Please specify funding source.

*To which course/unit/program is the trip related? _____

*To which curriculum standard(s)/objective(s) is the trip related? _____

*Describe follow-up activities to ensure field trip objectives met/curriculum standards taught:

Approvals

When this form is completed, please submit it for the following signatures. The signatories should mark the appropriate box with the DATE they give approval or disapproval. Once the Principal and/or Department Head(s) have signed, please forward the form to Central Office.

_____ APPROVED	_____ DISAPPROVED	_____ Principal
_____ APPROVED	_____ DISAPPROVED	_____ Department Head(s)**

**Department Head signature also required for field trips related to: SHS Math/Science, SHS Humanities, Art, Health/PE, Library/Media Studies, Music, Special Education, English Language Learners, Guidance, Early Childhood, Community Schools/After-school programs, and Adult Learning Programs

_____ APPROVED	_____ DISAPPROVED	_____ Assistant Superintendent for Curriculum, Instruction & Assessment
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_____ APPROVED	_____ DISAPPROVED	_____ Following School Committee approval, Anthony Pierantozzi, Superintendent
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Somerville Public Schools

FIELD TRIP PERMISSION SLIP

Today's Date: _____ Name of School _____

_____ has scheduled a field trip. We are requesting your
(Name of Class)
permission for your child to participate in this trip.

Date of Trip _____	Method of Travel _____
Location of Trip _____	Departure Time _____
School Staff Member Organizing Trip _____	Return Time _____

****Please make sure your child is dressed appropriately for the weather.***

To give permission for your child to attend this field trip, please complete, sign and return the lower portion of this form to (class teacher name): _____ by (date): _____.

(Keep the top half of this form for your information.)

(Cut along dotted line and return this half by the date noted above.)

Student's Name (please print): _____
(Last Name) *(First Name)*

I, _____, parent/guardian of _____ give permission to my son/daughter to attend the following field trip:

Date(s) of Field Trip: _____ Location of Field Trip: _____

I understand that my son/daughter is expected to follow all the school rules and regulations as outlined in our School Committee Policies or School Student Conduct rules. I also understand that my son/daughter is expected to adhere to specific field trip communications procedures which will be discussed between students and field trip organizers prior to the trip.

YES, I do or NO, I do not give permission to the Somerville Public Schools to take and use images of my child's participation in this field trip, for lawful purpose and in any form or medium (such as newspaper, internet, District social media sites, etc.) to promote school events.

Please be aware of the following medical or other specific needs of my child:

I hereby release all employees and agents of the Somerville Public Schools from liability; and, assign harmless and indemnify each of them for any claim, judgment, or expense related to any alleged damages.

I can be reached at the following telephone number during the hours of the field trip: (_____) _____

Parent/guardian signature

Date

STUDENT MEDICAL/ MEDICATION INFORMATION

To be given to the Somerville Public Schools staff on the trip. Signature indicates your permission for the School Nurse to share this information

Student Name: _____ Date of Birth (DOB) _____
 Address _____ Telephone # _____
 Parent/Guardian Name (print) _____
 Parent/Guardian Cell Phone # (_____) _____ Alternate Cell Phone # (_____) _____

Emergency Contact:

Name: _____ Relation to Student: _____ Cell Phone # (_____) _____

Health Information:

Does your child have any of the following conditions?	YES	NO
Food/Bee Sting Allergy	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Seizure Disorder/Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>
Asthma (bring medication)	<input type="checkbox"/>	<input type="checkbox"/>

If you have any concerns regarding your child’s ability to participate, please notify the school nurse and consult your primary care physician. Please use the space below to inform us of those needs.

Parent/Guardian Medical Permission for _____
(Student’s Name)

I understand that parents/guardians will be contacted in case of serious sickness or accident. However, in the event of an emergency situation that requires immediate medical attention **I, the parent/guardian, hereby give permission to the physician selected by the Director or the Trip Leader in charge to hospitalize, secure proper treatment for and to order injection, anesthesia or surgery for my child as named above.**

My child will NOT bring or carry over-the-counter, prescription or any other drugs on this field trip.

I give permission for the administration of all medication listed below. (Please provide information regarding any daily medications your child may take while on this field trip.)

Medical Condition	Medication	Dosage	Time	Side Effects

Parent/Guardian Signature _____ Date _____

Please complete and sign this form even if your child is not on any medication. Simply indicate “None” on the chart above. Then return this form to your child’s teacher.