

LEXINGTON SCHOOL COMMITTEE POLICY

FIELD TRIP POLICY

First Reading: November 15, 2005

Second Reading: December 20, 2005

Date Approved by

School Committee: February 28, 2006

Signature of Chair: _____

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I. BACKGROUND

Lexington Public Schools field trips are intended to allow students experiences that provide them with insight, information, or knowledge that might not be learned within the classroom. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their learning in ways different from those typically available inside the classroom.

II. PURPOSE AND SCOPE

A field trip is student travel away from school premises that is approved by the school district through established procedures for the purpose of curriculum-related study, co-curricular activities, or for interscholastic programs.

A. Types of Field Trips

- 1. Curriculum-related:** a classroom-associated learning experience to afford students the opportunity to gain insight, information or knowledge, such as, but not limited to, a walk on adjacent conservation land, a visit to a historic site or museum, or attendance at a cultural performance.
- 2. Co-curricular:** school-sponsored experiences associated with school groups that normally meet outside regularly scheduled classes, such as, but not limited to, clubs, student organizations, or academic-related teams.
- 3. Interscholastic:** in-district or out-of-district events in which students participate as representatives of the Lexington Public Schools, such as, but not limited to, athletics, cheerleading, and the performing arts.

B. Duration of Field Trips

1. Day Trips

- a. a one-way distance from the school that does not exceed 100 miles and
- b. overnight travel is not involved

1 **2. Long-distance and Overnight Trips**

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- 3 a. a one-way distance from the school that exceeds 100 miles or
- 4 b. overnight travel is planned between the hours of midnight and six
- 5 a.m., inclusive, or
- 6 c. an overnight stay is planned
- 7 d. the trip is within the continental United States
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9 **3. International Trips**

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- 11 a. a multi-day program beyond the borders of the continental United States
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13 **C. Inclusion**

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15 Reasonable accommodations will be provided to allow eligible students with disabilities

16 to participate in scheduled field trips.

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18 **D. Funding**

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20 The Lexington Public Schools will strive to offer field trips with a minimum of expense

21 to the individual student. Reasonable charges may be assessed to cover the actual field-

22 trip costs. The Lexington Public Schools will attempt to provide field-trip scholarships to

23 those who qualify and require them. However, no student is guaranteed a full or partial

24 scholarship for the purpose of attending any field trip.

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26 **III. APPLICATION**

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28 **A. Components of the Procedures for Field Trips**

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30 The Superintendent of Schools shall develop and promulgate written procedures for the

31 operation of field trips that will provide for the health and safety of the students and meet

32 the requirements of state law or regulation. Matters to be addressed include, but are not

33 limited to, the following:

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- 35 1. accommodations
- 36 2. approval process
- 37 3. cancellation/trip insurance
- 38 4. consent/waiver
- 39 5. costs
- 40 6. Criminal Offender Record Information (CORI) checks for all chaperones
- 41 7. emergency contacts
- 42 8. forms
- 43 9. fund raising
- 44 10. liability insurance
- 45 11. medical insurance and medical care
- 46 12. provision during schools hours for those students not participating
- 47 13. scholarships
- 48 14. student behavior
- 49 15. supervision/chaperones
- 50 16. transportation
- 51 17. travel plan

B. Planning

The principal is responsible for seeing that a teacher, advisor, or group of individuals proposing a field trip plans, implements, and assesses the field trip with the following guidelines in mind:

1. the objectives of the trip are specifically related to the curriculum, co-curricular experiences, or interscholastic events
2. the total ongoing school program will not be adversely affected by participation of staff and students taking the trip
3. the planning of the trip provides for the safety and access of students
4. appropriate educational experiences will be provided for those eligible students who do not participate in curriculum-related field trips scheduled on school days
5. the proposed program is feasible within the time allocated
6. if possible, and where appropriate, there should be a preview of the place to be visited by a teacher or staff member, unless the trip has been experienced previously
7. the financial impact on school system and family resources will be considered
8. the planning of the field trip provides a minimum of two adult chaperones and adult-student ratio appropriate for the particular student group and the trip
9. the primary transportation for overnight field trips will be a commercial carrier licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). Carriers with a safety rating of “conditional” or “unsatisfactory” will not be used. Trip itineraries will leave enough time for drivers to rest in conformity with federal hour-of-service requirements. (Any contract with a private carrier must prohibit the use of subcontractors unless approved by the Superintendent. The Superintendent shall not approve use of any subcontractor unless the subcontractor meets the criteria referenced previously in this section.)
10. if primary transportation for any field trip, whether day, overnight, or international trip, is other than US commercial carrier, the form of transportation will be noted on the Consent/Waiver form

C. Authorization

1. Day Trips

The building principal is vested with the authority to approve day trips.

2. Long-distance and Overnight Trips

The Superintendent of Schools is vested with the authority to approve long-distance and overnight trips.

3. International Trips

The Lexington School Committee is vested with the authority to approve all trips beyond the borders of the continental United States.

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4. Cancellation/Exclusion from School Sponsored Trips

The Superintendent has the authority to cancel any field trips up until the time of departure for any reason. In such event, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed.

In the event a student fails to meet expectations for appropriate conduct on a field trip, including but not limited to those set forth in the school's Code of Conduct, school staff may contact the student's parents or guardian, and staff shall have the discretion to send the student home. The student's parents or guardian shall be responsible for any additional expense incurred in such circumstances. Students may also be disciplined in accordance with the school's Code of Conduct.

5. Non-school Sponsored Trips

Teachers and other school staff sometimes privately conduct educational tours or trips involving the participation of Lexington students. The School Committee neither sanctions nor prohibits such activities, nor assumes any responsibility for them. Teachers and other school staff are prohibited from soliciting students for privately run trips through the school system.

Teachers and other school staff are expected to clearly state that such trips are not school-sponsored and that the Lexington School Committee and the Lexington Public Schools do not sanction the trip or assume any responsibility.

D. Implementation

The Superintendent of Schools will develop appropriate procedures pursuant to this policy.