

**FIELD TRIPS**

The Superintendent shall establish regulations to assure that:

1. All students have parental permission for trips.
2. All trips are properly supervised.
3. All safety precautions are observed.
4. All trips contribute substantially to the educational program.
5. Nursing service is provided if students with serious health needs are on the trip (as determined by the nurse).
6. Academic arrangements are made for students not participating in the field trip.

All out-of-state and/or extended (overnight) trips and excursions must have advance approval of the School Committee. Fund-raising activities for such trips will be subject to approval by the appropriate Principal.

Field Trips during the School Day

The School Committee encourages instructional field trips during the school day which are planned, prepared for, and followed up on in order to provide real-life experiences that enrich the curriculum for students.

Out-of-state Field Trips and/or Field Trips Requiring Overnight Accommodations

Any out-of-state field trips and/or field trips requiring overnight accommodations must meet the educational objectives of the system, be carefully planned and coordinated and may not seriously disrupt the educational program of non-participating students. Such field trips must receive preliminary approval from the Principal and final approval from the School Committee using the criteria listed below. Such field trips must not involve students and parents in any fund raising activity relative to the trip until the Principal has given preliminary approval for the trip. The procedure for seeking approval is as follows:

1. Preliminary approval requests must be submitted in writing to the Principal and then forwarded to the Superintendent.
2. Final approval requests must be submitted to the Superintendent and School Committee at least sixty (60) days prior to the trip.

Preliminary Approval Requests

Preliminary approval requests must be submitted, in writing to the Principal, by the individual(s) coordinating the field trip and must include:

1. A statement of the educational objectives of the trip.
2. A description of how the safety of students will be maintained.
3. A proposed budget including cost to students and sources of finances.
4. An estimate of the number of students and adults participating.
5. A general plan or schedule for the trip.
6. Procedures for emergency notification to Superintendent and parents in the event an emergency should occur while on the trip.
7. Procedures for students to use if separated from group while on the trip.
8. Nursing services for all students less than high school age.

### Final Approval Requests

Final approval requests must be submitted, in writing to the Superintendent and School Committee, by the individual(s) coordinating the field trip at least sixty (60) days prior to trip and must include:

1. A detailed itinerary of the trip including educational activities, accommodations, and travel arrangements.
2. A description of how the safety of students will be maintained.
3. Planned adult supervision.
4. A detailed budget including receipts and disbursements anticipated.
5. A statement that all the above details have been provided to the parents and students, and that written approval for the trip has been granted from the parent or guardian of each student involved and that all pertinent and emergency information has been provided

Final approval will then be granted by a vote of the School Committee

### Short Notice Trips

From time to time, invitations to out of state or overnight events may be extended to students with less than 60 days of advance warning (i.e. an invitation to a regional athletic event). These invitations will be dealt with on a case-by-case basis.

In the event that there is an intervening School Committee meeting, final approval will be granted by the School Committee.

In the event there is no intervening School Committee meeting, final approval can be granted by the Chair of the School Committee in consultation with the Superintendent.

### In-State Athletic or Academic Competitions

In-state day trips that involve athletic or academic competitions are not covered by this policy.

### Student and Employee Conduct

All students and employees must adhere to Milton Public Schools rules, regulations, code of conduct, and policies during all field trips.

### Financial Accountability

Final approval forms should be signed by the Principal and held pending final distribution of funds. A statement of final accountability must be submitted by the authorized trip sponsor (as defined in Policy DC Cash Management) promptly after the completion of the trip, either to the business office or the student activities account, depending on the source of funds.

Final accountability statements should include at least the following: date; notation of advance funds received (if applicable – amount, date and check number); complete listing of itemized expenditures paid – together with documentary evidence of payment; totals of cash or checks

expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities account or revolving fund if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of the Principal or their designee to indicate that there has been an acceptable final accountability.

REC'D: NESDEC

1st Reading: January 6, 2016

2nd Reading - January 20, 2016

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