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## Administrative Regulation

#651.1

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### Field Trips

1. Approval of a proposed trip as described in paragraphs 2, 3 and 4 must be granted prior to the distribution of informational material to students or parents. These regulations apply to all school-related trips, including those occurring after school, on a weekend, or vacation day.
2. Proposed school-sponsored athletic trips, or educational field trips which are a part of a course of study, may be authorized by the building Principal provided that:
  - a. one way distance does not exceed seventy-five (75) miles from the school;
  - b. the trip does not involve travel **between the hours of midnight and 6:00 a.m., or that will not include an overnight stay away from a student's home.**

Trips for greater distances, out-of-state, or involving travel **between the hours of midnight and 6:00 a.m., or that will include an overnight stay away from a student's home**, require the approval of the Superintendent of Schools, who will inform School Committee members.

3. In requesting a field trip, a memo to the Superintendent will address each of the following criteria:
  - a. provisions for adequate adult supervision to ensure student safety and welfare, specifically including student/teacher/chaperone ratios;
  - b. relevance of the proposed field trip to the overall educational program or unit of study;
  - c. degree of access to the field trip by all students involved in the unit of study (every member of a class may not be able to attend a field trip);
  - d. financial cost and any fundraising to offset cost;
  - e. evidence of thoroughness in planning, including provision for making up missed class work and provision for students not participating in the trip;
  - f. suitability of the activity and distance traveled for the age level of students involved.
  - g. foreign trip requests will include a printout of the State Department travel advisory for all countries to be visited, e.g., [travel.gov/costa\\_rica](http://travel.gov/costa_rica).

4. Approved field trips shall be planned and conducted in accordance with the following guidelines:
  - a. The teacher will provide the parents with information concerning the destination of the trip, the relation of the trip to the unit of study, transportation and eating arrangements, date and time of departure, estimated time of return, (and a detailed itinerary when a field trip will extend beyond the school day.)
  - b. A signed parental/guardian permission slip is required for each child participating in the trip, including walking or bicycling excursions. Slips will be distributed to parents at least one week in advance of the due date.
  - c. One or more adults, in addition to the teacher, will accompany each class on field trips unless otherwise approved by the Principal. Teachers are responsible for informing accompanying adults of their duties and responsibilities.
  - d. The teacher planning the trip will be responsible for arranging an appropriate educational experience for students who do not participate in the field trip. At Maynard High School and Fowler Middle School, the teacher planning the trip will be responsible for sending - in advance - to all faculty, a list of students who will be going on the trip.
  - e. Should an emergency situation occur, the teacher is responsible for notifying the Principal by telephone as soon as possible.
  - f. **School officials should ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district should not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory." FMCSA carrier ratings are available at <http://www.saferys.org/>.**
  - g. Helmets are required for bicycle trips.
  - h. For foreign trips, the teacher will provide parents a copy of the State Department travel advisory for all countries to be visited.
5. A teacher or school-related group may obtain permissions to advertise a non-school sponsored trip within the schools from the Superintendent of Schools based upon the recommendation of the Principal. The description of such a trip must make clear that the trip is not school sponsored.
6. Students participating in educational trips or excursions which are not school-sponsored may apply to excused absences to the Superintendent of Schools through the school principal.

When approving a trip request, the principal will determine the number of adult chaperones required. One chaperone per ten students in a minimum; a higher proportion of chaperones may be required due to the nature of the trip (e.g., swimming), destination, ages of the students, special needs of students or other considerations. All chaperones shall sign a request form authorizing receipt by the district of all available CORI data from the criminal history systems board.

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Cross Reference: #651, #231, #231.1, #402, and Student Handbooks

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