

DARTMOUTH SCHOOL COMMITTEE POLICIES

File: IJOA

FIELD TRIPS/EXCURSIONS

The Dartmouth School Committee recognizes the value of the first-hand learning experiences provided by Field Trips and Excursions as an effective and worthwhile means of learning as an adjunct to the school curriculum and our academic programs. They are intended to introduce, culminate and/or enrich student studies of specific curricular areas being studied and shall be linked to the District Mission and Vision as well as the Curriculum Frameworks.

Field Trips are considered to be of no more than one day in duration. **Student Excursions** are trips which extend greater than twenty-four (24) hours in duration (overnights). Field Trips require the recommendation of the Building Principal and the prior approval of the Assistant Superintendent. (A copy of all approved trip requests will be provided to the Superintendent.) All Excursions require the recommendation of the Principal and prior approval by the Superintendent. A copy of all approved excursion requests will be provided to the School Committee a minimum of thirty (30) days in advance. The Committee reserves the right to seek further information and/or rescind approval should circumstances warrant.

The Superintendent will 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.

The following guidelines apply to all school sponsored trips:

- In the case of a trip in which a full class is scheduled for a trip, a student (or family's) inability to pay the costs of a trip must not be a factor in determining participation. The sponsoring teacher(s) and

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principal will be responsible for developing payment options and/or make arrangements for providing financial assistance to the student. In circumstances where voluntary trips (held during school vacations) are scheduled, arrangements for financial assistance will be made at the discretion of the sponsoring teacher(s). Federal guidelines for students qualified for free/reduced price lunch apply.

- An excursion will not result in a student group being excused for more than two (2) days out of school without the prior approval of the Committee.
- Students are to be transported by approved school district or commercial carriers licensed in Massachusetts only. The Superintendent will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMSCA). The district will not contract with any carrier that has a safety rating of “conditional or unsatisfactory”. (FMSCA ratings are available at <http://www.safersys.org>.) The use of vans or private automobiles on excursions to include late night or overnight travel is discouraged.
- Requests for fundraising activities planned to support the trip should accompany all excursion requests. Group fundraising activities are preferred.
- All trip chaperones will be provided with a copy and are responsible for familiarizing themselves with the *Excursion/Chaperone Responsibility Guidelines*.
- Neither the Dartmouth School Committee nor the School Department will be responsible for any costs incurred as a result of the decision to send a student home earlier than the scheduled return date due to unacceptable behavior. Any property damage done to hotels, rental properties, real or personal property or related costs will be the responsibility of the student’s parents.