

FILE: IJOA - FIELD TRIPS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the schools, field trips may be authorized by the building principal, subject to requirements established by the Gateway Regional School Committee and/or the Superintendent.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in the selection of field trips:

- Value of the activity to the particular class group or class groups
- Relationship to the field trip activity to a particular aspect of classroom instruction
- Suitability of the activity and distance traveled in terms of the age level
- Mode and availability of transportation
- Cost

Additionally, the Gateway Regional School Committee requires that:

1. Each child who goes on a field trip has written parental permission and current medical form filed with the school district.
2. No medical or health insurance information from the district is to be provided to an organization/entity in order for students to participate in a field trip.
3. If the organization/entity requires a medical form to be completed, this form must be completed by the parent, no medical information for these forms will be released by the school. Said organization/entity will provide the reason for requesting the medical information on their form. The school field trip permission form will state that the district is not responsible for maintaining these medical forms and that they will simply be releasing these forms to the requesting organization/entity.
4. All trips are within budgetary allotments for such purpose. Pupils may, however, be asked to pay incidental expenses provided arrangements can be made for the payment expenses of pupils unable to do so.
5. Private transportation provided by teachers or parents will be avoided. School bus transportation may be used when arrangements can be made to do so without disrupting regular school bus schedules.
6. Enough supervision must be provided so that discipline on the trip is effective. At least one adult accompanying the students must be a staff member.
7. All safety precautions are observed.

8. *All travel beyond 150 miles, or extended (late night or overnight) trips and excursions, except those required for student participation in tournament competition or contest, must have advance approval of the school committee. Fundraising activities for such trips will be subject to approval by the appropriate Administrator.*

HomeSchooled Students

The following procedures should be utilized in allowing homeschooled students to attend field trips:

1. Homeschooled students may attend a field trip providing there is space available.
2. Homeschooled students may attend a field trip providing the parent accompanies the child, or provides appropriate adult supervision that is agreed upon by the building principal.
3. When there is a charge by an outside organization, parents pay the full cost for the child and him/her.

CROSS REF.: JFCE, Alcohol Use by Students

IJOER – Field Trips & Excursions

IJOAR1 Use of Private Vehicles

IJOA-E – Field Trip Form Overview

IJOAF-1 – Field Trip Request Part 1

IJOA-F-2 – Request for Paraprofessional on Field Trip

IJOA-F-3 – Use of Private Vehicle for Field Trip

IJOA-F-4 – Field Trip Student Permission Form

IJOAF-5 – Field Trip Student Medical Form

IJOA-F-6 – Chaperone Expectations and Form

IJOA-F-7 – Field Trip Request Form Part 2

IJOA-F-8 – Field Trip Transportation Release Form

Source: Gateway

Adopted: 1/9/08, Revised 2011, Revised 2012

FILE: IJOAR – GUIDELINES FOR FIELD TRIPS

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. The teacher shall review the educational value of the field trip with the principal and receive the principal's approval prior to making arrangements for the field trip.
2. A parental permission slip is required for each child participating in the trip, including walking or bicycling excursions. Slips will be available online.
3. The teacher will provide the parents with information concerning the purpose and destination of trip, 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.
4. Participating students will pay no pro-rata share of costs for any special transportation, admission fees, etc. However, School Committee funds will be available through the principal for families requesting assistance with such expenses.
5. 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.
6. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children. Children who cannot be self controlled or teacher controlled may be excluded from field trips.
7. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
8. Students' safety will be a primary consideration, with first aid kits required on all field trips.
9. The buddy system, or partners, is recommended to assure constant awareness of each child's whereabouts, needs, and participation.
10. Should an emergency situation occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
11. School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips.
12. The use of private vehicles by staff members for transporting small groups of students may be authorized in certain instances, provided the driver has the required liability insurance.
13. Requests for school bus transportation will be channeled through the Principal to the School Business Administrator.
14. Any requests for special commercial transportation will be channeled through the Principal to the School Business Administrator, who will certify the FMCSA rating.
15. Children will not be permitted to leave the field trip group during the trip unless they are released to parents.
16. If children return to the school from a trip after hours, their transportation home is the responsibility of the parents. This will be made known to the parents in advance.
17. Field trips requiring overnight accommodations:
 - a. Students will be randomly assigned to rooms,
 - b. Members of the opposite sex shall not be assigned to the same room,
 - c. When staff is aware of existing dating relationships between students, they shall not be assigned to the same room.

- d. Field trip permission forms will indicate whether students will be required to share beds, if so then:
 - i. If students are uncomfortable with this arrangement, the student and parent(s) may request a separate bed, however, this may incur an additional rooming cost to the student and his/her family.
 - ii. If there are documented medical reasons for not sharing a bed and these are written into a 504 or IEP than different rooming arrangements will be made for these accommodations at no additional charge to the student.
18. Any field trip in which anyone chaperoning receives benefits over \$50 (tickets, travel costs, meals, etc.) as part of the planning or participating in the trip must complete the required forms from the state ethics commission.

Issued 1976, revised 2008, 2011, 2012

Source: Gateway

FILE: IJOA-E: FIELD TRIP FORM OVERVIEW

Sequence and Dates

All field trips undertaken by staff in the Gateway Regional School District should meet the expectations of School Committee Policy IJOA (Field Trips) and the associated regulations (IJOA-R). To assist with the approval process the following forms must be completed prior to the actual field trip. While not every form needs to be completed (based upon the field trip), it is imperative that anyone planning a field trip ensures that all required forms are completed in a timely fashion. If there are any questions, please contact your building administrator. These forms can be found on the [website under teacher resources](#). Any field trip in which anyone chaperoning receives benefits over \$50 (tickets, travel costs, meals, etc.) as part of planning or participating in the trip must complete the required forms from the state ethics commission (the links to these forms are located in the Field Trip Request Forms Parts 1 and 2).

Field Trip Request Form Part 1 (IJOA-F-1) The initial request to the administration	Eight Weeks Prior (6 months if the trip requires school committee approval)
Request for Paraprofessional on field trip (IJOA-F-2) If a paraprofessional is required	Eight Weeks Prior
Use of Private Vehicle for Field Trip (IJOA-F-3) If a private vehicle is to be used for transport	Eight Weeks Prior
Field Trip Student Permission Slip (IJOA-F-4)	Four Weeks Prior
Field Trip Student Medical Form (IJOA-F-5)	Four Weeks Prior
Advance request for staff absence	Four Weeks Prior
Chaperone Expectations & Form (IJOA-F-6) For any non-staff chaperones	Four Weeks Prior (also must have CORI completed)
Field Trip Request Form Part 2 (IJOA-F-7) Followup information on the trip	Four Weeks Prior
Field Trip Transportation Release Form (IJOA-F-8) For Parent Transport	Two Weeks Prior

FILE: IJOA-F-1: GATEWAY REGIONAL FIELD TRIP REQUEST FORM PART 1

To be filed a **minimum** of eight weeks prior to the date of the trip. **Attach a completed permission slip. If any chaperone or trip planner will be receiving benefits that exceed 50 dollars (\$50.00), including free travel paid for by any entity other than the school district, that individual must file a [Financial interest disclosure form for appointed municipal employees](#) prior to planning the trip and an [Appointed employee reimbursement of travel expenses disclosure](#) prior to participating in the trip. These forms must then be approved by the appointing authority (in the district's case this is the school committee).**

Destination: _____

Address: _____

Street: _____ City: _____ State: _____

Date(s) of Trip: _____

Group or Grade Level: _____

Number of Participants: _____

Departure Time: _____ Return Time: _____

Estimated wait time at site: _____ Bus Size: Small Large (circle one)

Bus company requested: _____ Number of busses: _____

Bill to Account: _____ (Ex: Class of ??, PTO)

Trip has been posted on the calendar in office: Yes No (circle one)

Person in Charge: _____

Estimated cost of bus transportation: _____ + _____ = _____

(Mileage)

(Wait Time)

(Total Cost)

Cost Breakdown	Per Participant	Total
Cost of Bus	_____	_____
Cost of Events	_____	_____
Cost of Food	_____	_____
Other	_____	_____
Total Cost per participant	_____	_____

Approved by: _____

(Principal)

(Date)

A copy of this form will be returned to you. See IJOA-F-7 for additional information.

FILE: IJOA-F-2 REQUEST FOR PARAPROFESSIONAL TO ATTEND A FIELD TRIP

(Article Seven of the Unit D Contract states that "Employees will be paid their regular hourly rate in accordance with Appendix A on work days lengthened by required field trips)

Principal making the request: _____ Date: _____

School: _____ Grade: _____

Name of Paraprofessional Requested: _____

Date of Field Trip: _____

Field Trip Location: _____

Student Paraprofessional will be supervising: _____

Reason Paraprofessional is required: _____

Anticipated Hours Beyond Regular Work Day: _____

Account that Paraprofessional will be funded from: _____

Approval of Director of Pupil Services: _____

Signature and Date

** Requests must be made at least eight weeks prior to any field trip.*

FILE: IJOA-R-1 USE OF PRIVATE VEHICLES

The use of private vehicles is not recommended, because the school does not have much control over private vehicles. Because of the lack of control, the school will need to make efforts to ensure the safety of its students while riding in private vehicles. These efforts include:

1. Volunteer driver selection, screening, and training. Ensure volunteer drivers:
 - a. Are at least 21 years old
 - b. Have a valid driver's license
 - c. Are screened using the criminal offender record information ("CORI") checks pursuant to Chapter 385 of the Acts of 2002 including fingerprint-based criminal record checks as required by M.G.L. c. 71, § 38R, as amended by H.B. 4307, § 7"
 - d. Have completed the School District Volunteer Driver Checklist (this form checks the information above and asks for insurance and driving record information)
 - e. Understand that the vehicle's liability insurance is primary
 - f. Have received a copy of the Guidelines for Volunteer Field Trip Chaperones
 - i. Are provided all relevant field trip information
2. Vehicle insurance: Private vehicle drivers should provide proof of vehicle insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage. This information is available on the vehicle's insurance policy and is a part of completing the School District Volunteer Driver Checklist.
3. Vehicle inspection: The volunteer driver completes the School District Volunteer Driver Checklist.
4. Checklist form. The "Vehicle Inspection" portion of this form asks basic vehicle safety questions. The school administrator checks the completed form on the day of the trip.
5. If not in a school bus, children less than eight years old must be restrained in child restraint systems, unless the child is 4'9" tall or taller. (For example a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car.) A child, who is eight years old or older, or 4'9", must be properly restrained either with the vehicle's safety belt or an appropriately fitting child restraint system. Children under 13 years old must be transported in rear seats where it is practical to do so.
6. Specific parental permission: When students will be transported by adult volunteer drivers, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with the volunteer drivers.
7. Students may not drive themselves or other students.

8. Parent provided transportation: A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation. The Field Trip Transportation Release Form may be used for this purpose.

For some non curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

FILE: IJOA-F-3: FORM FOR USE OF PRIVATE VEHICLES

SCHOOL DISTRICT VOLUNTEER DRIVER CHECKLIST TRIP

INFORMATION

DATE: _____ SCHOOL: _____

PURPOSE OF TRIP: _____

DATE OF TRIP: _____

TRIP IS TO: _____

TRIP IS FROM: _____

MAXIMUM # OF STUDENTS TO BE TRANSPORTED IN VOLUNTEER'S VEHICLE: _____

DRIVER SCREENING/INSURANCE/INSPECTION REQUIREMENTS

NAME OF DRIVER: _____

VEHICLE YEAR/MAKE/MODEL: _____

LIC #: _____

Please respond to each of the following items with a "YES" or "NO" answer:

(Yes/No) I am older than 21 years of age.

(Yes/No) I have a valid State driver's license.

License #: _____ Expiration Date: _____

(Yes/No) I have had no vehicle moving violations or atfault accidents within the last three years.

If you have had any, please list:

(Yes/No) I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limits of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured motorist coverage.

Company: Policy#: _____ Exp. Date: _____

(Yes/No) I am aware that, in the event of an accident while on a schoolrelated activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

(Yes/No) I have a current state inspection sticker on my car.

(Yes/No) There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.

(Yes/No) My vehicle's brakes, including the emergency brake, are in good working order.

(Yes/No) My vehicle's tires have a legal tread depth (at least 3/32").

(Yes/No) My vehicle's brake lights, turn indicators, and headlights are in good working order.

(Yes/No) My vehicle's windows are clear and provide an unobstructed view for the driver.

(Yes/No) My vehicle has functioning rear view mirrors (center and left side).

(Yes/No) My vehicle has no other physical defects that would interfere with the safety of the driver

(Yes/No) My vehicle has a rated capacity of ten passengers or less.

(Yes/No) If my vehicle has dual airbags, I will not seat children under 12 years old or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

Printed Name of Volunteer Driver: _____

Signature of Volunteer Driver: _____ Date: _____

ADMINISTRATIVE REVIEW

All students have parental permission to ride with a volunteer driver.

All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Administrator/Designee & Date: _____

Date paperwork sent to Central Office: _____

File: IJOA-F-4: Field Trip Student Permission

Slip

Date(s) of Trip: _____ Time: From: _____ To: _____

If this trip is an overnight trip, four students may be assigned to a room with up to two students to a bed. Please contact the trip supervisor if you have any questions or concerns regarding rooming arrangements.

Supervised By: _____

Number of Students: _____ Number of Chaperones: _____

Destination (Name and Location): _____

Purpose of Trip: _____

Cost of Trip: _____

I give permission for my son/daughter to visit:

Name and Location: _____

On: _____

Please provide us with an emergency contact number at which you can be reached:

Emergency Phone Number: _____

In consideration of the making of arrangements for the trip by the Gateway Regional School District, I hereby release and hold harmless the Gateway Regional School District from any and all liability for any injuries, loss, or other claims arising out of or resulting from the trip.

Signed and Dated: _____

Parent(s)/Guardian(s)

Source: Gateway

Adopted: 1/9/08, Revised 12/12

FILE: IJOA-F-5: FIELD TRIP MEDICAL FORM

Please print or type information:

Student Name: _____ Date of Birth: _____

Address: _____ Telephone: _____

City & State: _____ Emergency Phone: _____

Parent or Guardian: _____

Employer: _____ Medical Insurance: _____

Medical Insurance Certificate Number: _____

List any known allergies that your child has: _____

List medications (and dosage) that your child takes: _____

Does your child need medication on the field trip? _____

If so, please contact the school nurse for the required paperwork (parent and physician).
Medication includes prescription as well as overthecounter medications.

Do you give permission for your child to take the medication on the field trip? _____

I/we grant permission to any member of the Gateway Region Staff who are attending the field trip to authorize treatment by a doctor, hospital or medical center to my child_in case of an emergency. The school will make every reasonable effort to contact a parent or guardian

Signature: _____ Date: _____

Parent(s) or Guardian(s)

Source: Gateway

IJOA-F-6: CHAPERONE EXPECTATIONS & FORM

GATEWAY REGIONAL SCHOOL DISTRICT

Dear Parents,

Since field trip “season” is upon us, I wanted to give parents a brief reminder of some of our district policies and procedures regarding field trips.

- As Volunteers of the GRSD, chaperones must sign a volunteer agreement (annually located on the volunteer webpage).
- All chaperones must have a valid CORI and a FingerprintBased Criminal History Record Information Check (for overnight field trips) on file with the School.
- Chaperones must also complete a Chaperone Expectation Agreement indicating that they are aware of their duties and responsibilities.
- Students may only attend field trips if they have submitted a written permission form and updated health record.
- Parents who attend a field trip, but are not a chaperone, must follow all of the field trip rules and regulations.
- Parents who attend a field trip and would like to leave directly from the field trip site with their child must request and complete the “Permission to Release from Field Trip” form. This must be done prior to the actual trip. (At the time that the child is released to the parent’s custody, the parent will initialize the completed form to document the actual transfer of responsibility.)
- Field trips are considered extensions of the school environment, thus all rules and regulations stated in the Student Handbook apply to field trip sites.

We realize that sometimes there seems to be numerous rules and regulations to follow. However, your child’s safety and well being are most important to us. Thus, we are willing to take whatever measures necessary to ensure that all students and field trip participants are safe during field trip events.

We truly appreciate your participation in our field trips. Thank you for your cooperation in making these events successful learning experiences for our children.

Chaperone Expectation Agreement

Gateway Regional School District

1. The purpose of having chaperones with us on a trip is to help us insure the well being and safety of our students. As a chaperone, you will be assigned a small group of children to supervise. These students must remain with you the entire duration of the field trip.
2. All field trips are an educational extension of our school curriculum. Therefore, all students are expected to follow our school and classroom rules on any trip. It is imperative that we, the adults, be role models for these children. We need to remember that young people look to us and at us for role models. The way we look, talk and act is a reflection of what WE expect of our children.
3. Also, because a chaperone's job is supervision, we cannot allow any siblings to attend our field trips.
4. Chaperones must also complete a Chaperone Expectation Agreement indicating that they are aware of their duties and responsibilities.
5. It is the policy of the district that anyone helping in the school or on field trips must fill out a CORI (Criminal Offender Record Information) and complete a FingerprintBased Criminal History Record Information Check (only for overnight field trips) prior to attending. It takes a couple of weeks to process the CORI form and get the official notification. FBI fingerprint checks must be done through the state of Massachusetts and require electronic fingerprinting. Please allow yourself enough time. CORI forms are available in the school office.
6. The **NO SMOKING** rule for Massachusetts school grounds is extended to our field trips as well.

I understand and agree to the above responsibilities as a chaperone representing the Gateway Regional School District

Signature: _____ Date: _____

IJOA-F-7: GATEWAY REGIONAL FIELD TRIP REQUEST FORM PART 2

To be filed a minimum of four weeks prior to the date of the trip.
Appointed employee reimbursement of travel expenses disclosure must be filed and approved prior to participating in the trip.

Destination: _____

List of students has been given to nurse and cafeteria on _____

(Date)

Provisions for students left behind are as follows: _____

How will classes scheduled be covered? _____

Advance Request for Absence filed for each employee: Yes No (Circle One)

Student names submitted to Central Office to check for obligations on _____

(Date)

Chaperones (note that all non-school chaperones must be CORI checked): Ratio (Adults/Students): _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Busses were confirmed on: _____ by _____

(Date)

(Bus Company)

Emergency contact person and phone number for school use:

Name:

Phone Number:

_____	_____
_____	_____
_____	_____

Note: I certify that all guidelines under Policy IJOA-R are met. If this is a first time field trip, please attach a rationale and objectives for this trip.

(Teacher Signature/Date)

(Administrative Approval/Date)

A copy of this form will be returned to you.

FILE: IJOA-F-8: FIELD TRIP TRANSPORTATION RELEASE

I, _____ hereby accept my
(Parent's name)

son/daughter _____ into my care. This
(Child's name)

releases the Gateway Regional School District from any duty or liability with respect to the transportation of my son/daughter to and/or from today's field trip.

Date(s) of Field Trip: _____

Initial one or both:

I will transport my student **to** the field trip. _____

I will transport my student **from** the field trip. _____

* * * * *

I, _____ hereby provide permission for
(Parent's name)

my son/daughter _____ to be transported by
(Child's name)

private vehicle as driven by the following Gateway Regional School District employee or volunteer

driver(s): _____

Date(s) of Field Trip: _____

Parent/Guardian Signature: _____ Date: _____

Note: It is recommended that all students be transported via school/site arrangements. It is the principal's discretion whether or not to allow students to be transported via another means of transportation. If the student is transported via means other than arranged by the school, the parent releases the School District from any and all liability that may arise as a result of this alternate means of transportation.