

Field Trip for less than 50 Students – Approval must be obtained from the building principal no less than 2 weeks before.

Field Trip of more than 50 students – Approval must be obtained from the building principal and superintendent no less than 30 days before the field trip absent exceptional circumstances.

**CENTRAL BERKSHIRE REGIONAL SCHOOL DISTRICT
P.O. BOX 299, 254 HINSDALE ROAD
DALTON, MA 01224-0299**

Date Received

DISTRICT FIELD TRIP APPROVAL

DATE(S) OF TRIP: _____ # OF STUDENTS: _____

GRADE(S) _____ DESTINATION: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

LODGING (IF OVERNIGHT): _____

PURPOSE OF TRIP AS IT RELATES TO CURRICULUM: _____

TEACHER(S) IN CHARGE: _____

OTHER CHAPERONES: _____

I estimate the total cost, including transportation, substitutes, etc. to the Central Berkshire Regional School District will be:

\$ _____

FUNDING SOURCE: _____

SCHOOL: _____

Cost to student will be:

\$ _____

FUNDING SOURCE: _____

***Disclosure forms submitted with application (see reverse)** _____ YES _____ NO

School Nurse has been consulted and health room and field trip coverage has been arranged if needed. _____ YES _____ NO

BUDGETED FOR AND APPROVED BY: _____

PRINCIPAL OR SUPERVISOR

APPROVED: _____

SUPERINTENDENT/DESIGNEE

DATE OF APPROVAL

OVERNIGHT FIELD TRIP INFORMATION

Check here if applicable:

Please attach complete packet of information, including agenda, written discipline policy, rules and regulations, etc. All overnight field trips must be approved by the School Committee after review by the Curriculum Subcommittee.

Please provide names of person(s) presenting information to the Education Subcommittee

Approved by School Committee: _____

Signature of School Committee Representative

Date Approved

Public school teachers – teachers who work for school districts, regional schools, and charter schools -- are subject to the conflict of interest law, G.L. c. 268A. This information sheet answers some questions about the law frequently asked by teachers. The following topics are covered:

School Trips Where Chaperone Teacher's Expenses are Paid

Question: My school traditionally sponsors a trip to Mexico for students studying Spanish. I have been asked to organize this year's trip, and to accompany the students as a chaperone. The parents of the students who go on the trip will pay my travel expenses. May I do this?

Answer: Yes, provided that you fill out two disclosure forms, give them to your appointing authority, and obtain prior written approval of what you wish to do. One form must be done before you begin planning the trip, and the other must be done before you travel.

A field trip situation where a teacher chaperone's travel expenses will be paid for by her employing district (or by the teacher herself) does not raise issues under the conflict of interest law. However, when a teacher chaperone's expenses will be paid by anyone else – an outside provider such as a travel agent or company, or parents – issues arise under §§ 6 or 19 and 23(b)(2) of the conflict of interest law.

Sections 6 and 19 of the law prohibit teachers from participating in any matter in which they have a personal financial interest. A teacher who arranges a trip to Mexico knowing that the parents of students traveling on the trip will pay her travel expenses has a personal financial interest in the matter. However, there is an exemption that allows a public employee to participate in a matter in which she has a financial interest if she makes a prior written disclosure to her appointing authority about her financial interest and receives prior written authorization. Before beginning to plan a field trip that will involve paid-for travel, the teacher should fill out a disclosure form and obtain prior written approval. Charter school teachers should use form no. 1a from the disclosure forms for state employees; teachers employed by a school district should use form no. 1b from the disclosure forms for municipal employees. These forms are available here: <http://www.mass.gov/ethics/disclosureforms/municipal-employee-disclosure-forms/>.

Section 23(b)(2) prohibits public employees from accepting gifts of \$50 or more that are given because of their official position. A teacher whose travel expenses of \$50 or more are paid because she is the teacher chaperone violates this provision, unless, before taking the trip, she disclosed details about her trip in writing and obtained a written determination from her appointing authority that her acceptance of the payment of her travel expenses by someone else serves a legitimate public purpose. The required form is form no. 14d at this link: <http://www.mass.gov/ethics/disclosure-forms/municipalemployee-disclosure-forms/>. In sum, a teacher planning a field trip that will involve someone other than the teacher herself, or the school district, paying her travel expenses of \$50 or more, has 2 forms to fill out and to have approved by her appointing authority: (1) the § 6 or 19 form before she begins to plan the trip, and (2) the travel disclosure form, before she travels.

Payment of Teacher's Travel Expenses

Question: I have been invited to attend a conference and the conference organizer has offered to pay my travel expenses. May I accept?

Answer: There is no issue under the conflict of interest law where a teacher's district pays her travel expenses. Payment of a teacher's travel expenses of \$50 or more by anyone else is prohibited by § 23(b)(2) of the conflict of interest law, G.L. c. 268A, because it is a gift given to the teacher because of her position. However, the Commission has created a number of exemptions to this prohibition to cover situations when acceptance of such a gift serves a public interest. In some situations, a written disclosure must be made prior to travelling.

Teachers and other public employees may accept payment of travel expenses by another domestic public agency without making a disclosure. For example, there would be no issue under the conflict of interest law with teachers accepting payment of expenses by the U.S. Department of Education to attend a conference in Washington, D.C. No disclosure is required. The regulation creating this exemption is 930 CMR 5.08(2)(c).

Teachers and other public employees are also permitted to accept payment of travel expenses in connection with attendance at an educational program in Massachusetts involving professional or other continuing education. This exemption requires that the teacher accepting payment of travel expenses have a good faith belief that his attendance will serve a public interest which outweighs any special benefit to him. No disclosure is required. The regulation creating this exemption is 930 CMR 5.08(2)(e). If a non-public entity offers to pay for out-of-state travel by a teacher, the teacher may accept only if she first fills out a disclosure form giving details of the anticipated travel, and her appointing authority concludes, in writing and in advance, that the proposed travel will serve a legitimate public purpose. The regulation creating this exemption is 930 CMR 5.08(2)(d). The required disclosure form is form no. 14d, which is available at: <http://www.mass.gov/ethics/disclosure-forms/municipalemployee-disclosure-forms/>