



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Wednesday, March 27, 2024 at 6:30 PM
Monomoy Regional High School Library, 75 Oak Street, Harwich, MA 02645**

This meeting will be broadcast to Channel 22 as well as live-streamed/recorded to the [MRSC YOUTUBE CHANNEL](#)

AGENDA

- A. Call to Order**
- B. 2024 Superintendent Scholar Award**
- C. Approval of Minutes**
 - i. March 14, 2024 MRSC Meeting
- D. Public Comment:** Speakers are limited to three minutes; additional time is at the discretion of the Chairperson
- E. Reports and Discussions**
 - i. MRMS Siding and Trim Debt
 - ii. Transportation Contract Overview
 - iii. First Reading of Policy Files: LBC - Relations with Nonpublic School; IJOA - Field Trips; IJOA - Athletic Trips; IJOA - Travel Abroad; JJH - Domestic Late Night or Overnight Trips
- F. Subcommittee, Representative, Liaison Reports**
 - i. Negotiations Subcommittee - reporting out
 - ii. Policy Subcommittee - reporting out
- G. Superintendent's Report**
 - i. Recognition of Donations, Grants, and other Acknowledgments
- H. Action Items - Vote Required**
 - i. MRHS Trip for February 2025: EF Tours to the Galapagos Islands
 - ii. MRMS Siding and Trim Debt
 - iii. Second Reading: 2024-2025 MRSD School Calendar
- I. Presentation of the Warrants**
- J. Adjourn**

Authorized Posting Officer

Leah Tambolleo
March 22, 2024

Monomoy Regional School District - Monomoy Regional School Committee
Meeting Minutes for Thursday, March 14, 2024 at 6PM
Monomoy Regional High School Library - 75 Oak Street, Harwich, MA 02645

This meeting was broadcast to Channel 22 as well as live-streamed/recorded to the [MRSC YOUTUBE CHANNEL](#)

Members present: Meredith Henderson, Chair; Jessica Rogers; Betty Gray; Tina Games; Jackie Zibrat-Long (arrived at 6:15); Ryan Clarke; Terry Russell; Scotti Finnegan

Administrators present: Dr. Scott Carpenter, Superintendent; Dr. Robin Millen, Michael MacMillan, Joy Jordan

A. Call to Order: The meeting was called to order at 6:02PM by Chair Meredith Henderson

1. Roll Call Attendance Tina Games: present; Betty Gray: present; Meredith Henderson: present; Jessica Rogers: present; Terry Russell: present; Scotti Finnegan: present; Ryan Clarke: present.

B. Adjournment to Executive Session Roll Call Vote to adjourn to Executive Session pursuant to G.L. c. 30A, section 21 (a) (3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares it.
Coming out for regular open session at approximately 6:30 PM.

MOTION: Terry Russell moved to adjourn to Executive Session, seconded by Betty Gray.

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye.

UNANIMOUS the meeting adjourns to Executive Session at 6:03PM.

The committee returns at 6:31.

C. Approval of Minutes

1. MRSC Meeting Minutes: February 29, 2024

MOTION: Tina Games moved to approve the minutes from the February 29, 2024 MRSC meeting, seconded by Betty Gray.

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: abstain; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

The motion passes with one abstention.

D. Public Comment: None

E. Reports and Discussions

1. MRHS Trip Proposal for February 2025: EF Tours to the Galapagos Islands with Dustan Burns

Dustan Burns showed slides and described how the field trip was related to support of the science classes. John Dickson will also be going on the trip along with members of the Global Studies Program. The Committee will vote on this trip in the next meeting.

2. FY25 Budget: Final Draft and Approval Vote

Business Manager Michael MacMillan explained that this budget has not changed since the last vote in February 2024.

MOTION: Betty Gray made a motion to approve the FY25 budget of \$46,511,471, seconded by Jackie Zibrat-Long.

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes.

MOTION: Betty Gray made a motion to approve the FY25 assessments \$29,876,982 to the Town of Harwich and \$10,308,940 to the Town of Chatham, seconded by Tina Games

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes.

3. Strategic Plan and Student Opportunity Act- Final Drafts

Dr. Carpenter, Dr. Millen and Joy Jordan reviewed these two documents with the School Committee. The 4 year Strategic Plan includes the District's mission, vision and core values along with 3 specific strategic initiatives. The Student Opportunity Act (SOA) is derived from the District's data analysis and is reviewed with DESE every 3 years to show the plan for closing the gaps on learning.

MOTION: Betty Gray made a motion to accept 2024-2028 Strategic Plan, seconded by Tina Games

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes

MOTION: Betty Gray made a motion to accept the Student Opportunity Act Plan, seconded by Tina Games

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes

4. Review School Committee 2023-2024 Goals

Meredith Henderson, Chair, reviewed the status of each of the committee goals. Tina Games updated the committee on goal 1 and Jackie Zibrat-Long requested specific teacher feedback on the curriculum staff within the upcoming update as it relates to goal 4.

5. First Reading: 2024-2025 MRSD School Calendar

Dr. Millen reviewed the school calendar with the committee. The 2nd reading of the school calendar will be at the next School Committee meeting.

6. Creation of new MRHS Student Activity Account: Red, Right, Return

Michael MacMillan requested the approval of a new MRHS Student Activity Account for the student interns to utilize.

MOTION: Jackie Zibrat-Long made a motion to create a new MRHS Student Activity Account: Red, Right, Return, seconded by Betty Gray.

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes.

F. Subcommittee, Representative, Liaison Reports

1. Negotiations Subcommittee

Scottie Finnegan indicated that negotiations are moving at a fair rate, discussions have been healthy and it is in a good place.

2. Finance Subcommittee

Jackie Zibrat-Long relayed the subcommittee met last Friday and consensus vote is all is positive with the progress, process and outcome of the budget.

G. Superintendent's Report

1. Recognition of Donations, Grants, and other Acknowledgements

5th grade poetry will be available for viewing at many generous local locations

The MRHS Italy trip was very successful, thank you to the chaperones

Our MRHS junior Bobbi Rose Brown gave the introduction at the packed Women's day International breakfast hosted by Women's League. She is an activist and a book author.

H. Action Items

1. FY25 Budget: Final Draft and Approval Vote

MOTION: Betty Gray made a motion to approve the FY25 budget of \$46,511,471, seconded by Jackie Zibrat-Long

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes.

MOTION: Betty Gray made a motion to approve the FY25 assessments \$29,876,982 to the Town of Harwich and \$10,308,940 to the Town of Chatham, seconded by Tina Games

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes.

2. Strategic Plan and Student Opportunity Act- Final Drafts

MOTION: Betty Gray made a motion to accept 2024-2028 Strategic Plan, seconded by Tina Games

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes

MOTION: Betty Gray made a motion to accept the Student Opportunity Act Plan, seconded by Tina Games

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes

3. Creation of new MRHS Student Activity Account: Red, Right, Return

MOTION: Jackie Zibrat-Long made a motion to approve a new MRHS Student Activity Account: Red, Right, Return, seconded by Betty Gray.

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes.

I. Presentation of the Warrants

Accounts Payable and Payroll warrants were presented for School Committee member signatures.

J. Adjournment

MOTION: Tina Games moved to adjourn the meeting, seconded by Betty Gray.

ROLL CALL VOTE: Tina Games: aye; Betty Gray: aye; Meredith Henderson: aye; Jessica Rogers: aye; Terry Russell: aye; Ryan Clarke: aye; Scotti Finnegan: aye; Jackie Zibrat-Long: aye.

UNANIMOUS the motion passes and the meeting adjourns at 7:14 PM.

Respectfully Submitted,

Eileen Reilly
Recording Secretary

**Monomoy Regional School District
Relations with Nonpublic School - DRAFT**

Approval of Private Schools

In order to educate students of compulsory school age (6-16) in Massachusetts, a private school, including a school with a religious affiliation, must obtain the approval of the school committee of the city or town in which the school is located. The Massachusetts compulsory school attendance law, General Laws c. 76, § 1, sets the standard by which school committees must evaluate private schools.

1. In accordance with state law, the School Committee will approve a private school ~~when it is satisfied that the instructional program of the school equals that of the municipality's public schools in thoroughness, efficiency, and progress made.~~ **a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town; but shall not withhold such approval on account of religious teaching.**

Standards for Approval

1. All of the following steps are required for approval of a private school:
 - a. The school submits a letter of application to the Superintendent of Schools.
 - b. The school completes all items on the "Checklist for Approval of a Private School" and submits the required documentation.
 - c. The Superintendent or designee reviews the submitted materials.
 - d. The Superintendent or designee visits the school.
 - e. The school makes a presentation to the School Committee.
 - f. The Superintendent makes a recommendation to the School Committee.
 - g. The School Committee takes formal action on the recommendation.
 - h. The school is notified of the School Committee's decision.
2. The School Committee will act reasonably and in good faith to carry out its statutory approval function.
3. If substantial changes are made in the private school's program, the school must seek renewed approval.
4. The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will collaborate with

these schools in matters of mutual benefit when the law does not expressly prohibit this cooperation.

5. The Committee will confirm that it has approved the private school, the date which the private school commenced operation, and other basic information, such as the school's street and e-mail addresses.

Legal references:

M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

Adopted: March 27, 2013

Revised: 10/26/23

Monomoy Regional School District
Athletic Trips - DRAFT

1. All athletic trips will be approved by the Principal or **Principal's** designee **and do not require school committee approval unless it requires traveling out of state or an overnight stay.**
2. The Superintendent will establish ~~regulations~~ **procedures** to assure that **minimally (this list is not exhaustive):**
 - a. Students have parent/guardian permission for trips
 - b. **All appropriate medical forms are completed**
 - c. **Authorization and Acknowledgement of risks AND Medical Authorization**
 - d. **All required consents are completed**
 - e. All trips are properly supervised
 - f. All safety precautions are observed
 - g. All trips contribute substantially to the educational program
 - h. **The Field Trip Request Form is submitted at least 30-days in advance**
 - i. **The school Nurse must approve prior to submitting the Field Trip Request Form**
 - j. **The Field Trip Checklist form is completed**
 - k. **Fiscal accountability**
 - l. **All field trip applications contain a section specifically for approval/waiver for swimming and water activities**
 - m. **Authorization and Acknowledgement of risks AND Medical Authorization (one form for parent/guardian and one for students over 18) for all trips (day, overnight and international)**

3. Scheduling

- a. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
- b. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

4. Emergency Provisions ~~for All Travel~~

- a. Trips are planned with careful consideration of student safety which includes, without limitation, an appropriate number of adult chaperones and confirmation that all chaperones have approved Criminal Offender Record Information (CORI) checks on file with the Superintendent;
- b. Provisions are made for medical emergencies, including attending medical personnel, when necessary;
- c. Should an emergency situation occur, the supervising faculty member is responsible for notifying the Principal as soon as possible but no later than twenty-four (24) hours after the emergency situation occurs. The supervising faculty member is also responsible for notifying the parent/guardian/caregiver of record by telephone, text, or email once the emergency situation stabilizes but no later than twenty-four (24) hours after the emergency situation occurs.

5. Conduct

- a. Students and parents/caregivers/guardians are required to sign an MRSD Student Traveler & Family Agreement Form regarding student conduct while participating in an MRSD-sponsored athletic trip.
- b. Following an investigation that violates the Code of Conduct, if the Coordinator, in consult with the Principal and Central Office staff, determines that a student's conduct while on an athletic trip, poses a risk to themselves, or the safety of the group, or is no longer manageable by MRSD staff on the trip, the district reserves the right to request, and make arrangements for that student to return home.
- c. The district also reserves the right to request that families assume responsibility for all or a portion of the costs associated with their child's return.
- d. Students may be subject to further disciplinary action and will be provided the opportunity to have a formal hearing at the school level upon return. The School must document the Parent/Guardian's consent to this policy prior to the trip.

6. Student Health

- a. If any student has a serious medical, or mental health condition, please be sure that his/her doctor is aware of the essential participation criteria and location of the trip, and writes a letter indicating that the child may safely attend and participate in trip activities.
- b. Keep this document on file with other key permission slips and medical forms.
- c. Emergency administration of epinephrine - at least one chaperone will be trained in the administration of epinephrine and will be assigned to the student(s) who require such treatment if needed

7. Right to search a student's belongings

- a. Consent will be sought to search students' ~~belongings-luggage~~ prior to ~~and during any time while on the trip~~ leaving by an administrator or designee.

8. Transportation

- a. The use of ~~vans or~~ private automobiles for trips planned to include late-night or overnight student travel is prohibited.
- b. ~~All efforts will be made for late-night or overnight trips will~~ to use commercial motor coaches for trips over 150 miles.
- c. Trips planned to include late-night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.
- d. The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferysys.org/>.
- e. The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

9. Additional Resources

Federal Motor Carrier Safety Administration (FMCSA) - <http://www.fmcsa.gov>

United Motorcoach Association Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist") - <http://www.uma.org/consumerhelp/studentguide.asp>

Department of Defense's approved list of motor carriers -
<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

Cross references:

JJH; IJOA; JJH-R

ADDA Background Checks

Legal references:

Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002

M.G.L. 69:1B; 71:37N; 71:38R

603 CMR 27.00

Adopted by the MRSC March 27, 2013

Revised: May 12, 2022

Monomoy Regional School District Field Trips- DRAFT revisions

Field trips are an extension of the school's Standards-Based Curriculum and are considered a regular school activity **during the week within Massachusetts or outside of Massachusetts.**

1. All field trips **within Massachusetts and under two hours** will be approved by the Principal or designee **and do not require school committee approval.** Field trips are defined as an *observation* for **education**, ~~non-experimental research~~ or to provide students with experiences outside their everyday activities away from the school facility and **may** requires transportation
2. All field trips **outside off Massachusetts and over two hours** will be approved by the Principal or designee **and require school committee approval.** Field trips are defined as an *observation* for **education**, ~~non-experimental research~~ or to provide students with experiences outside their everyday activities away from the school facility and **may** requires transportation
3. The Superintendent will establish ~~regulations~~ **procedures** to assure that **minimally (this list is not exhaustive):**
 1. Students have parent/guardian permission for trips.
 2. All appropriate medical forms are completed
 3. Authorization and Acknowledgement of risks AND Medical Authorization
 4. All required consents are completed
 5. All trips are properly supervised.
 6. All safety precautions are observed.
 7. All trips contribute substantially to the educational program.
 8. The Field Trip Request Form is submitted at least 30-days in advance
 9. The school Nurse must approve prior to submitting the Field Trip Request Form
 10. The Field Trip Checklist form is completed
 11. Fiscal accountability
 12. All field trip applications contain a section specifically for approval/waiver for swimming and water activities.
 13. Authorization and Acknowledgement of risks AND Medical Authorization (one form for parent/guardian and one for students over 18) for all trips (day, overnight and international)

Scheduling

1. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m.
2. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide).
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of- service requirements and common sense.
4. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

5. If substantially all members of a class are participating in a trip, the school will provide appropriate substitute activities for any students not participating

Chaperone Disclosures

1. As required by State Law, all chaperones who are municipal employees shall comply with the disclosure requirements established under the Conflict of Interest law and regulations of the Ethics Commission.

Emergency Provisions for All Travel

1. Trips are planned with careful consideration of student safety which includes, without limitation, an appropriate number of adult chaperones and confirmation that all chaperones have approved Criminal Offender Record Information (CORI) checks on file with the Superintendent;
2. Provisions are made for medical emergencies, including attending medical personnel, when necessary;
3. Should an emergency situation occur, the supervising faculty member is responsible for notifying the Principal as soon as possible but no later than twenty-four (24) hours after the emergency situation occurs. The supervising faculty member is also responsible for notifying the parent/guardian/caregiver of record by telephone, text, or email once the emergency situation stabilizes but no later than twenty-four (24) hours after the emergency situation occurs

- ~~Students and parents/guardians/caregivers, and chaperones will receive written notice that all Monomoy Regional School District policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will apply and be in effect at all times.~~

~~All overnight/ abroad trips will have an emergency plan that includes provisions for transportation or flight cancellations; provisions for illness/hospitalization and other anticipated emergencies;~~

Conduct

1. Students and parents are required to sign an MRSD Student Traveler & Family Agreement Form regarding student conduct while participating in an MRSD-sponsored field trip.
2. Following an investigation that violates the Code of Conduct, if Coordinator, in consult with the Principal and Central Office staff, determines that a student's conduct while on-~~overnight~~ a field trip, poses a risk to themselves, or the safety of the group, or is no longer manageable by MRSD staff on the field trip, the district reserves the right to request, and make arrangements for that student to return home.
3. The district also reserves the right to request that families assume responsibility for all or a portion of the costs associated with their child's return.
4. Students may be subject to further disciplinary action and will be provided the opportunity to have a formal hearing at the school level upon return. The School Must document the Parent/Guardian's consent to this policy prior to the trip.

Access & Inclusion

1. Students with English Language Learner status, 504 Plans, and/or IEPs cannot be denied access to field trips due to their disability.
2. It is the responsibility of the school to ensure that all accommodations normally provided to the student as indicated in their educational plans, are made available during field trips, including medication.
3. Participating students' IEP or 504 Plan shall be available to any staff coordinating and/or participating in the field trip.

Student Health

1. In order to plan a field trip that is safe for every student, the following guidelines must be followed. Safe and equal access must be provided for all students. For all day trips, the school nurse must be notified 4 weeks in advance of the trip. Additional trained chaperones for behavior support or specialized transportation may be required.
2. If any student has medical or allergy needs, staff must consult with the school nurse regarding allergy management, daily and emergency medications, and, if applicable, to ensure that a staff member trained to administer the medication attends the field trip.
3. In some circumstances, a physician's recommendation may be necessary to ensure that it is safe for a particular student to attend a field trip. This is based on the distance or time for an emergency response, severity of a medical or mental health need, and risk to student's safety. Please consult with the school nurse if there are any concerns regarding the appropriateness of a particular trip for a student.
4. Emergency contact phone numbers must be brought on the trip. If a student on the trip may require emergency administration of epinephrine, a trained staff member must accompany the student at all times.

Right to search a student's belongings

1. Consent will be sought to search students' **belongings** ~~luggage~~ prior to leaving by an administrator or designee.

~~AUTHORITY TO APPROVE/DISAPPROVE/CANCEL Domestic and International~~

- ~~1. Monomoy Regional School District, acting through the School Committee or the Superintendent, reserves the right~~
 - ~~1. to cancel trips up to departure and~~

- ~~2. to recall trips in progress, if national and/or international conditions so warrant or if security and safety concerns over which Monomoy Regional School District has no control render it appropriate to cancel the trip.~~
- ~~2. The following criteria will be taken into consideration:~~
 - ~~1. U.S. Department of State Travel Advisory;~~
 - ~~2. Homeland Security Advisory (alert status);~~
 - ~~3. and/or Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee, with input from the Superintendent, principal, and supervising faculty member, will be taken into consideration.~~
- ~~3. The Superintendent will alert the School Committee to final deadlines regarding required commitment of funds if there are national and/or international events/situations/conditions which might cause the School Committee to cancel or recall a trip due to safety concerns or other reasons. In the event that a trip must be canceled in accordance with this Section C, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents/guardians/caregivers. However, such refunds are not guaranteed and are subject to the specific contract with the travel vendor. The student and parents/guardians/caregivers understand that he/she/they may lose any and/or all of the funds he/she/they have expended for the voluntary trip.~~
- ~~4. Pursuant to state law and regulation, the School Committee is responsible for approving out of state (longer than two and a half hour drive) and/or overnight trips. **Exception:** In the event that approval is required for an academic or athletic contest, competition or tournament and the schedule is such that the contest, competition, or tournament is not known to administrators within 10 calendar days before the next regularly scheduled School Committee meeting, said approval authority is delegated to the Superintendent of Schools.~~
- ~~5. The approval process for a specific trip shall be completed prior to making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip.~~

APPROVAL DOCUMENTATION -- Domestic and International

- ~~1. Approval for all trips which involve contractual obligations with any third party(ies) must be obtained prior to making any such obligations. All trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation required for submission for approval of a trip must include:~~
- ~~2. Proposed dates and itinerary~~
- ~~3. Description of student eligibility~~
- ~~4. Estimated number of students expected and percentage of eligible students participating~~
- ~~5. Cost per student (if applicable)~~
- ~~6. Mode(s) of transportation and schedule~~
- ~~7. The ratio of chaperones/teachers to students for the trip recommended by the Principal~~
- ~~8. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students~~
- ~~9. Description of security personnel/features for transportation and accommodations~~
- ~~10. Means of financing~~
- ~~11. Draft copy of all contract(s) and copies of the travel company's insurance policy (and relevant riders), and refund policies associated with the trip~~

- ~~12. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the Monomoy Regional School District student conduct policies, student handbook rules or regulations, and the Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations. For international trips, the sponsoring faculty member will provide parents/guardians/caregivers a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited~~
- ~~13. In the case of academic field work, a description of the educational alternative and mapping of that alternative for students who are not participating, if applicable~~
- ~~14. Written verification from superintendent's office that all chaperones have a Criminal Offender Record Information CORI check on file~~
- ~~15. For international trip requests a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited~~
- ~~16. Additional information may be requested by the appropriate authority prior to making a decision~~
- ~~17. Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required~~
- ~~18. Other requirements as determined by the Principal.~~

~~Fundraising (section added)~~ this applies to extended and abroad

- ~~1. Initial fundraising activities for trips will be subject to approval by the Principal or designee~~
- ~~2. The School Committee will consider the educational value of the trip in relation to the cost prior to granting initial approval.~~
- ~~3. Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools.~~
- ~~4. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after school activities, and jobs.~~
- ~~5. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets. All funds raised should be equally distributed to all students participating in the school sponsored trip. Furthermore, If students are charged individual fees for participation, every effort scholarship money may be made available where needed.~~

Transportation

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited.
2. **All efforts will be made for** Late-night or overnight trips will to use commercial motor coaches **for trips over 150 miles.**
3. Trips planned to include late-night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.
4. The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>.

5. The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.
6. **Additional Resources**
Federal Motor Carrier Safety Administration (FMCSA) - <http://www.fmcsa.gov>
United Motorcoach Association Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist") - <http://www.uma.org/consumerhelp/studentguide.asp>
Department of Defense's approved list of motor carriers - <http://www.mtmc.army.mil/content/504/approvedlist.pdf>

Final Approval

1. Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts.
- ~~2. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.~~
- ~~3. The School Committee will only review for approval of school sanctioned trips.~~
- ~~4. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.~~

Cross references:

JJH-R - Student Travel Regulations

ADDA Background Checks

Legal references:

Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002
M.G.L. 69:1B; 71:37N; 71:38R
603 CMR 27.00

Adopted by the MRSC March 27, 2013

Revised: May 12, 2022

Monomoy Regional School District
Travel - International/Abroad - Draft

International/abroad Field trips are **not** an extension of the school's Standards-Based Curriculum and are considered **voluntary** ~~a regular school activity.~~

School Committee Approval Prior to planning

1. Initial approval by the School Committee is required prior to informing students and families, and before engaging students in fundraising activities.

Planning

1. The trip coordinator(s) and principal shall work together to establish essential participation criteria for the trip, that informs students and parents of all of the activities and risks associated with each itinerary activity, and trip location, to determine what accommodations or modifications may need to be made for the student to successfully and safely participate in all, or portions of the trip.
2. The trip coordinator(s) must consider their student demographics when selecting field trip locations, sites, and activities. Specifically determine the impact the locations, sites, and activities may have on diverse populations such as students of color, EL students, students who identify with the LGBTQ community, students with disabilities, and those who may be in the minority during your field trip experience, and those students who belong to groups that have experienced marginalization in the location being visited.
3. The trip coordinator(s) must work to prepare students for sensitive experiences, and ensure that the program is safe and inclusive for all students
4. The trip coordinator(s) and Principal shall work with transgender and gender-non-conforming students to provide accommodations (including grooming) that affirm the student's gender identity while also ensuring safety.
5. The trip coordinator(s) should work with students and families to make sure travel documents (airline ticket, passport) reflect their legal names as listed on government-issued identification, while all unofficial documents and material may reflect the student's preferred name.
6. ~~Overnight/~~International/Abroad accommodations will be made in advance with student safety and security in mind.
7. ~~Overnight/~~ International/Abroad trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
8. ~~Whenever possible, overnight/abroad trips should be scheduled on weekends or during school vacations to minimize lost classroom time.~~

Procedures

1. The Superintendent will establish ~~regulations~~ **procedures** to assure that **minimally (this list is not exhaustive)**:
 - a. Students have parent/guardian permission for trips.
 - b. **All appropriate medical forms are completed**
 - c. **Authorization and Acknowledgement of risks AND Medical Authorization**
 - d. **All required consents are completed**
 - e. All trips are properly supervised.
 - f. All safety precautions are observed.
 - g. All trips contribute substantially to the educational program.
 - h. **The Field Trip Request Form is submitted at least 30-days in advance**
 - i. **The school Nurse must approve prior to submitting the Field Trip Request Form**
 - j. **The Field Trip Checklist form is completed**
 - k. **Fiscal accountability**
 - l. **All field trip applications contain a section specifically for approval/waiver for swimming and water activities.**
 - m. **Authorization and Acknowledgement of risks AND Medical Authorization (one form for parent/guardian and one for students over 18) for all trips (day, overnight and international)**

Chaperone Disclosures

As required by State Law, all chaperones who are municipal employees shall comply with the disclosure requirements established under the Conflict of Interest law and regulations of the Ethics Commission.

Emergency Provisions for All Travel

1. Trips are planned with careful consideration of student safety which includes, without limitation, an appropriate number of adult chaperones and confirmation that all chaperones have approved Criminal Offender Record Information (CORI) checks on file with the Superintendent;
2. All ~~overnight/~~ **International/abroad** trips will have an emergency plan that includes provisions for transportation or flight cancellations; provisions for illness/hospitalization, attending medical personnel when necessary, and other anticipated emergencies;
3. Should an emergency situation occur, the supervising faculty member is responsible for notifying the Principal as soon as possible but no later than twenty-four (24) hours after the emergency situation occurs. The supervising faculty member is also responsible for notifying the parent/guardian/caregiver of record by telephone, text, or email once the emergency situation stabilizes but no later than twenty-four (24) hours after the emergency situation occurs;
4. Students and parents/guardians/caregivers, and chaperones will receive written notice that all Monomoy Regional School District policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will apply and be in effect at all times.

Conduct

1. Students and parents are required to sign a MRSD Student Traveler & Family Agreement Form regarding student conduct while participating in a MRSD sponsored field trip.
2. Following an investigation that violates the Code of Conduct, if Coordinator, in consult with the Principal and Central Office staff, determines that a student's conduct while on ~~overnight~~ a field trip, poses a risk to themselves, or the safety of the group, or is no longer manageable by MRSD staff on the field trip, the district reserves the right to request, and make arrangements for that student to return home.
3. The district also reserves the right to request that families assume responsibility for all, or a portion of the costs associated with their child's return.
4. Students may be subject to further disciplinary action, and will be provided the opportunity to have a formal hearing at the school level upon return. The School Must document the Parent/Guardian's consent of this policy prior to the trip.

Access & Inclusion

1. Students with English Language Learner status, 504 Plans and/or IEPs cannot be denied access to field trips due to their disability.
2. It is the responsibility of the school to ensure that all accommodations normally provided to the student as indicated in their educational plans, are made available during field trip, including medication.
3. Participating students' IEP or 504 Plan shall be available to any staff coordinating and/or participating in the field trip.

Student Health

1. Overnight Field Trip Medical Information Forms must be obtained for all students attending an overnight field trip (including in-state/ out-of-state/international trips) prior to the overnight trip.
2. If any student has a serious medical, or mental health condition, please be sure that his/her doctor is aware of the essential participation criteria and location of the trip, and writes a letter indicating that the child may safely attend and participate in trip activities. Keep this document on file with other key permission slips and medical forms.
3. Students and staff should be current on all immunizations and vaccinations including those related to the location they will be traveling to. Travelers should consult with their primary care doctor and can also visit the Center for Disease Control's website for information on staying healthy while traveling at <https://wwwnc.cdc.gov/travel>.
4. Emergency contact phone numbers must be brought on the trip.

5. Emergency administration of epinephrine - at least one chaperone will be trained in the administration of epinephrine and will be assigned to the student(s) who require such treatment if needed.

Passports & Visas

1. The Coordinators will Physically check all students' passports before your travel date to be sure that they are valid and will be valid at least six months after your return date.
2. Research if your destination requires a visa. Every country has a different application and timeline for obtaining a visa.
3. Determine who holds a non-U.S. visa. There are many countries that do not require US passport holders to have a visa, but require them for NON-U.S. passport holders.
4. There are also countries that might require Americans to obtain a visa but do not require one for a non-U.S. passport holder.
5. Identify the countries from which your travelers hold passports as they might be questioned in customs, or might have to contact other consulates if they lose their passports abroad.

Communication Plan

1. International Phone Service Coverage:

- a. The trip coordinator(s) must have international cell phone coverage for the duration of his/her trip for communication with MRSD, or families in the event of an emergency.
- b. This cell phone must be on at all times so you may be contacted in case of an emergency. If this is not possible due to your location, please arrange a communication plan with the MRSD finance office.
- c. If such international coverage requires you to purchase an international plan, or to accrue additional costs due to the trip, please submit your receipts to the MRSD Finance Office for reimbursement.
- d. The trip coordinator(s) must also carry the phone numbers for the principal. You are required to call anytime there is an emergency.

2. District Communication:

- a. Codify a clear communication plan with your Principal prior to departure.
- b. You must check in with the principal or designee via phone call, text, or email upon arrival, every 48 hours, whenever the itinerary significantly changes, whenever you expect to lose cell/email coverage, upon departure, and upon safe return.
- c. You MUST check-in via phone call to the principal or designee when there is an incident or an emergency.

3. Communication with Families:

- a. Set expectations regarding communication during travel between chaperones/student travelers, and the principal and families.
- b. Families Must know who to call 24/7 in case of an emergency.
- c. If you need support in family communication before, during, and after the trip, contact the principal or designee.

4. Incident Reporting:

- a. International Program Incident Reporting and Support:
 - i. Contact the principal or designee for any emergency situation that results in the admittance of a student or chaperone to a hospital or clinic, or if you fear for the safety of anyone on your trip at any time.
 - ii. When in doubt, call!
 - iii. Emergencies may be of a medical, environmental, political, behavioral, legal, logistical, or other nature.
 - iv. You MUST check-in via phone call to the principal or designee if there is an incident.

Right to search a student's belongings

Consent will be sought to search students' **belongings** ~~luggage~~ prior to leaving **and during any time while on the trip** by an administrator or designee.

AUTHORITY TO APPROVE/DISAPPROVE/CANCEL - ~~Domestic and International~~/Abroad

1. Monomoy Regional School District, acting through the School Committee or the Superintendent, reserves the right
 - a. to cancel trips up to departure and
 - b. to recall trips in progress, if national and/or international conditions so warrant or if security and safety concerns over which Monomoy Regional School District has no control render it appropriate to cancel the trip.
2. The following criteria will be taken into consideration:
 - a. U.S. Department of State Travel Advisory;
 - b. Homeland Security Advisory (alert status);
 - c. and/or Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee, with input from the Superintendent, principal, and supervising faculty member, will be taken into consideration.
 - d. The Superintendent will alert the School Committee to final deadlines regarding the required commitment of funds if there are national and/or international events/situations/conditions

that might cause the School Committee to cancel or recall a trip due to safety concerns or other reasons.

- e. In the event that a trip must be canceled in accordance with this Section C, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents/guardians/caregivers. However, such refunds are not guaranteed and are subject to the specific contract with the travel vendor.
- f. The student and parents/guardians/caregivers understand that he/she/they may lose any and/or all of the funds he/she/they have expended for the voluntary trip.
- g. Pursuant to state law and regulation, the School Committee is responsible for approving out-of-state (longer than two and a half hour drive) and/or overnight trips. **Exception:** In the event that approval is required for an academic or athletic contest, competition or tournament and the schedule is such that the contest, competition, or tournament is not known to administrators within 10 calendar days before the next regularly scheduled School Committee meeting, said approval authority is delegated to the Superintendent of Schools.
- h. The approval process for a specific trip shall be completed prior to making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip.

APPROVAL DOCUMENTATION –~~Domestic and International~~/Abroad

1. Approval for all trips that involve contractual obligations with any third party(ies) must be obtained prior to making any such obligations. All trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation required for submission for approval of a trip must include:
2. Proposed dates and itinerary
3. Description of student eligibility
4. Estimated number of students expected and percentage of eligible students participating
5. Cost per student (if applicable)
6. Mode(s) of transportation and schedule
7. The ratio of chaperones/teachers to students for the trip recommended by the Principal
8. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students
9. Description of security personnel/features for transportation and accommodations
10. Means of financing
11. Draft copy of all contract(s) and copies of the travel company's insurance policy (and relevant riders), and refund policies associated with the trip
12. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the Monomoy Regional School District student conduct policies, student handbook rules or regulations, and the Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations. For international trips, the sponsoring faculty member will provide parents/guardians/caregivers a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited
13. In the case of academic fieldwork, a description of the educational alternative and mapping of that alternative for students who are not participating, if applicable
14. Written verification from the superintendent's office that all chaperones have a Criminal Offender Record Information CORI check on file

15. For international trip requests a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited
16. *Additional information may be requested by the appropriate authority prior to making a decision*
17. *Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required*
18. Other requirements as determined by the Principal.

Fees

1. A contingency fee will be assessed to the cost of the trip to cover extenuating circumstances which will be refunded if not used.
2. The Principal and Business Manager will oversee this

Fundraising

1. The School Committee will consider the educational value of the trip in relation to the cost prior to granting initial approval.
2. Initial fundraising activities for trips will be subject to approval by the Principal or designee
3. Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools.
4. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
5. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets. All funds raised should be equally distributed to all students participating in the school sponsored trip. Furthermore, If students are charged individual fees for participation, every effort scholarship money may be made available where needed.

Transportation

- ~~1. The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.~~
1. **All International/Abroad** Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.
2. The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>.
3. The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

4. **Additional Resources**

Federal Motor Carrier Safety Administration (FMCSA) - <http://www.fmcsa.gov>

United Motorcoach Association Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist") - <http://www.uma.org/consumerhelp/studentguide.asp>

Department of Defense's approved list of motor carriers -
<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

Final School Committee Approval

1. Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts.
2. The School Committee requires that final approval be sought no less than 30- days prior to the scheduled trip dates.**or sooner if earlier commitments are necessary for travel logistics and/or fundraising efforts.**
3. The School Committee will only review for approval of school-sanctioned trips.
4. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

Cross references:

JJH; IJOA; JJH-R

Legal references:

Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002

M.G.L. 69:1B; 71:37N; 71:38R

603 CMR 27.00

Adopted by the MRSC March 27, 2013

Revised: May 12, 2022

Monomoy Regional School District
Domestic Late Night or Overnight Trips -Draft

Extended and overnight field trips are **not** an extension of the school's Standards-Based Curriculum and are considered **voluntary**. ~~a regular school activity during the week within Massachusetts or out of Massachusetts.~~

1. Procedures

The Superintendent will establish ~~regulations~~ **procedures** to ensure that minimally **(this list is not exhaustive)**:

- a. Students have parent/guardian permission for trips.
- b. All appropriate medical forms are completed
- c. Authorization and Acknowledgement of risks AND Medical Authorization
- d. All required consents are completed
- e. All trips are properly supervised.
- f. All safety precautions are observed.
- g. All trips contribute substantially to the educational program.
- h. The Field Trip Request Form is submitted at least 30-days in advance
- i. The school Nurse must approve prior to submitting the Field Trip Request Form
- j. The Field Trip Checklist form is completed
- k. Fiscal accountability
- l. All field trip applications contain a section specifically for approval/waiver for swimming and water activities.
- m. Authorization and Acknowledgement of risks AND Medical Authorization (one form for parent/guardian and one for students over 18) for all trips (day, overnight and international)

2. Extended/Overnight

All student trips beyond a two-and-a-half-hour drive or overnight travel (between midnight and 5:00 am) must have prior approval of the School Committee.

- a. All extended trips and excursions, except those required for student participation in tournament competitions or contests, must have advance approval of the School Committee.
- b. Overnight Accommodations will be made in advance with student safety and security in mind.
- c. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

- ~~d. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time.~~

3. Chaperone Disclosures

- a. As required by State Law, all chaperones who are municipal employees shall comply with the disclosure requirements established under the Conflict of Interest law and regulations of the Ethics Commission.

4. Emergency Provisions for All Travel

- a. Trips are planned with careful consideration of student safety which includes, without limitation, an appropriate number of adult chaperones and confirmation that all chaperones have approved Criminal Offender Record Information (CORI) checks **and a fingerprint record** on file with the Superintendent;
- b. All overnight trips will have an emergency plan that includes provisions for transportation or flight cancellations; provisions for illness/hospitalization and other anticipated emergencies;
- c. Provisions are made for medical emergencies, including attending medical personnel, when necessary;
- d. Should an emergency situation occur, the supervising faculty member is responsible for notifying the Principal as soon as possible but no later than twenty-four (24) hours after the emergency situation occurs. The supervising faculty member is also responsible for notifying the parent/guardian/caregiver of record by telephone, text, or email once the emergency situation stabilizes but no later than twenty-four (24) hours after the emergency situation occurs;

~~Students and parents/guardians/caregivers, and chaperones will receive written notice that all Monomoy Regional School District policies on student behavior, student handbook rules and regulations, and trip rules regarding student conduct will apply and be in effect at all times.~~

5. Conduct

- a. **Students and parents/guardians/caregivers are required to sign an MRSD Student Traveler & Family Agreement Form regarding student conduct while participating in an MRSD-sponsored field trip.**
- b. **Following an investigation that violates the Code of Conduct, if the Coordinator, in consult with the Principal and Central Office staff, determines that a student's conduct while on-~~overnight~~ a field trip, poses a risk to themselves, or the safety of the group, or is no longer manageable by MRSD staff on the field trip, the district reserves the right to request, and make arrangements for that student to return home.**
- c. **The district also reserves the right to request that families assume responsibility for all or a portion of the costs associated with their child's return.**
- d. **Students may be subject to further disciplinary action and will be provided the opportunity to have a formal hearing at the school level upon return. The School Must document the Parent/Guardian's consent to this policy prior to the trip.**

6. Access & Inclusion

- a. Students with English Language Learner status, 504 Plans, and/or IEPs cannot be denied access to field trips due to their disability.
- b. It is the responsibility of the school to ensure that all accommodations normally provided to the student as indicated in their educational plans, are made available during field trips, including medication.
- c. Participating students' IEP or 504 Plan shall be available to any staff coordinating and/or participating in the field trip.

7. Student Health

- a. Overnight Field Trip Medical Information Forms must be obtained for all students attending an overnight field trip (including in-state/ out-of-state/international trips) prior to the overnight trip.
- b. If any student has a serious medical, or mental health condition, please be sure that his/her doctor is aware of the essential participation criteria and location of the trip, and writes a letter indicating that the child may safely attend and participate in trip activities. Keep this document on file with other key permission slips and medical forms.
- c. Emergency contact phone numbers must be brought on the trip. If a student on the trip may require emergency administration of epinephrine, a trained staff member must accompany the student at all times.
- d. Emergency administration of epinephrine - at least one chaperone will be trained in the administration of epinephrine and will be assigned to the student(s) who require such treatment if needed

8. Right to search a student's belongings

- a. Consent will be sought to search students' **belongings** ~~luggage~~ prior to leaving **and during any time while on the trip** by an administrator or designee.

9. Authority To Approve/Disapprove/Cancel

- a. Monomoy Regional School District, acting through the School Committee or the Superintendent, reserves the right
 - 1. To cancel trips up to departure and;
 - 2. To recall trips in progress, if national ~~and/or international~~ conditions so warrant or if security and safety concerns over which Monomoy Regional School District has no control render it appropriate to cancel the trip.
- b. The following criteria will be taken into consideration:
 - 1. U.S. Department of State Travel Advisory;

2. Homeland Security Advisory (alert status);
 3. and/or Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee, with input from the Superintendent, principal, and supervising faculty member, will be taken into consideration.
- c. The Superintendent will alert the School Committee to final deadlines regarding the required commitment of funds if there are national ~~and/or international~~ events/situations/conditions that might cause the School Committee to cancel or recall a trip due to safety concerns or other reasons.
1. In the event that a trip must be canceled in accordance with this Section C, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents/guardians/caregivers. However, such refunds are not guaranteed and are subject to the specific contract with the travel vendor.
 2. The student and parents/guardians/caregivers understand that he/she/they may lose any and/or all of the funds he/she/they have expended for the voluntary trip.
- d. Pursuant to state law and regulation, the School Committee is responsible for approving out-of-state **and in-state** (longer than two-and-a-half-hour drive) and/or overnight trips.
Exception: In the event that approval is required for an academic or athletic contest, competition or tournament and the schedule is such that the contest, competition, or tournament is not known to administrators within 10 calendar days before the next regularly scheduled School Committee meeting, said approval authority is delegated to the Superintendent of Schools.
- e. The approval process for a specific trip shall be completed **30-days** prior to making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip.

10. APPROVAL DOCUMENTATION - **Domestic extended and overnight**~~and International~~

- a. Approval for all trips that involve contractual obligations with any third party(ies) must be obtained prior to making any such obligations. All trips must be approved in writing **30-days in advance** by the appropriate authority as specified in this policy. The initial documentation required for submission for approval of a trip must include:
 1. Proposed dates and itinerary
 2. Description of student eligibility
 3. Estimated number of students expected and percentage of eligible students participating
 4. Cost per student (if applicable)
 5. Mode(s) of transportation and schedule
 6. The ratio of chaperones/teachers to students for the trip recommended by the Principal
 7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students
 8. Description of security personnel/features for transportation and accommodations
 9. Means of financing

10. Draft copy of all contract(s) and copies of the travel company's insurance policy (and relevant riders), and refund policies associated with the trip
 11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the Monomoy Regional School District student conduct policies, student handbook rules or regulations, and the Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations. In the case of academic fieldwork, a description of the educational alternative and mapping of that alternative for students who are not participating, if applicable
- b. Written verification from the superintendent's office that all chaperones have a Criminal Offender Record Information CORI check **and fingerprint record** on file
 - e. ~~For international trip requests a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited~~
 - d. *Additional information may be requested by the appropriate authority prior to making a decision*
 - e. *Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required*
 - f. Other requirements as determined by the Principal.

11. Fees

- a. **A contingency fee will be assessed to the cost of the trip to cover extenuating circumstances which will be refunded if not used.**
- b. **The Principal and Business Manager will oversee this.**

12. Fundraising

Initial fundraising activities for trips will be subject to approval by the Principal or designee

- a. The School Committee will consider the educational value of the trip in relation to the cost prior to granting initial approval.
- b. Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools.
- c. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
- d. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets. All funds raised should be equally distributed to all students participating in the school-sponsored trip. Furthermore, If students are charged individual fees for participation, ~~every effort~~ scholarship money may be made available where needed.

13. Transportation

- a. The use of vans or private automobiles for trips planned to include late-night or overnight student travel is prohibited. ~~Late night or overnight trips will use commercial motor coaches.~~ **All efforts will be made for late-night or overnight-trips will to use commercial motor coaches for trips over 150 miles.**

- b. Trips planned to include late-night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.
- c. The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory”.
FMCSA ratings are available at <http://www.saferys.org/>.
- d. The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications.
- e. **Additional Resources**
Federal Motor Carrier Safety Administration (FMCSA) - <http://www.fmcsa.gov>
United Motorcoach Association Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist) - <http://www.uma.org/consumerhelp/studentguide.asp>
Department of Defense’s approved list of motor carriers - <http://www.mtmc.army.mil/content/504/approvedlist.pdf>

14. Final Approval

- a. Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts.
- b. The School Committee requires that final approval for **extended and overnight trips** be sought no less than 30 days prior to the scheduled trip dates.
- c. The School Committee will only review for approval of school-sanctioned trips.
- d. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

Cross references:

JJH-R - Student Travel Regulations

IJOA- Field Trips

Legal references:

Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002
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Adopted by the MRSC March 27, 2013

Revised: May 12, 2022

Monomoy Regional School District

2024-2025 Calendar

2024

AUGUST/SEPTEMBER						
M	T	W	T	F		
26	27	28	29	30		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						
(20 days)						

OCTOBER						
M	T	W	T	F		
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			
(22 days)						

NOVEMBER						
M	T	W	T	F		
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		
(16 days)						

DECEMBER						
M	T	W	T	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					
(15 days)						

2025

JANUARY						
M	T	W	T	F		
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		
(21 days)						

FEBRUARY						
M	T	W	T	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
(15 days)						

MARCH						
M	T	W	T	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						
(21 days)						

APRIL						
M	T	W	T	F		
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				
(17 days)						

MAY						
M	T	W	T	F		
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		
(21 days)						

JUNE						
M	T	W	T	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						
(12 days)						

KEY:

Vacations/Holidays-No School	Early Release Day*
District Offices Closed	School Committee Meetings
1/2 Day of School	MRHS Midterms/Final Exams: 1/2 Day

2024

AUGUST

28	Staff First Day
29	Staff Professional Day
30	District Closed

SEPTEMBER

2	Holiday-No School-District Closed
3	Grades 1-12 First Day
5	Kindergarten First Day
9	PreSchool First Day

OCTOBER

14	Holiday-No School-District Closed
15 & 17	Parent Conferences ½ Day Elementary and Middle School Only

NOVEMBER

5	Professional Development Day - No School
11	Holiday-No School-District Closed
27-29	Holiday-No School-District Closed
27	District Office Open AM Only

DECEMBER

23-31	No School
24, 25, 31	District Closed

2025

JANUARY

1	Holiday-No School-District Closed
2	Back to School
20	Holiday - No School-District Closed
22-24	Midterm Exams-High School Only
27	Semester 2 begins

FEBRUARY

17-21	No School
17	District Closed

MARCH

APRIL

21-25	No School
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MAY

26	Holiday-No School-District Closed
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JUNE

7	High School Graduation
13-17	Final Exams-High School Only - TBD
17	180th Day-Last Day of School
19	Holiday-No School-District Closed
25	185th Day**

**Includes 5 Snow Days

High School/Middle School Hours: 8:45 AM - 3:15 PM

Elementary School Hours: 7:45 AM - 2:15 PM

Wednesday dismissal times for Parent Pickup: CES - 1:30 p.m.; HES - 1:20 p.m.;

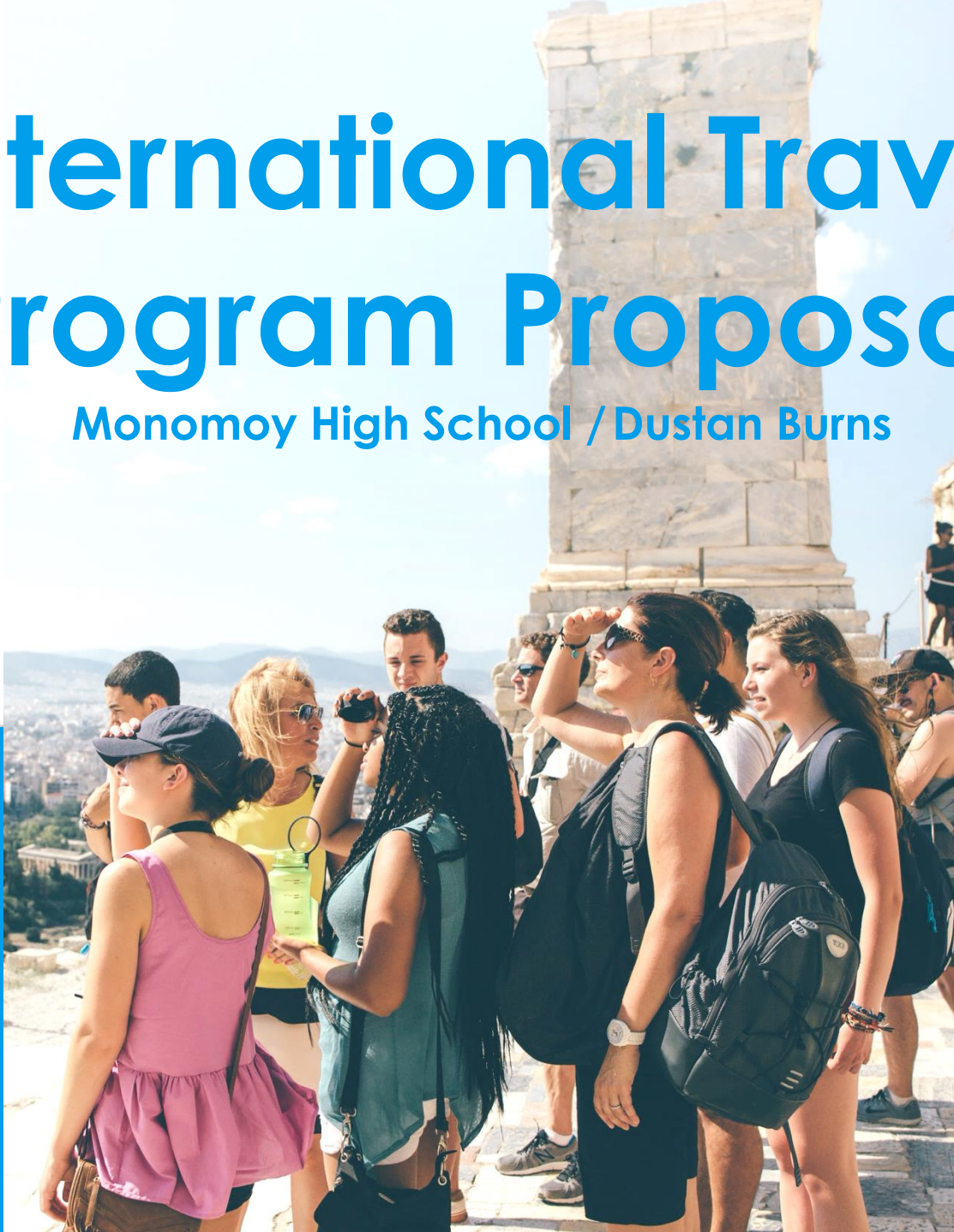
MRMS - 2:20 p.m.; MRHS - 2:35 p.m. Buses will arrive 40-45 minutes earlier than usual.



/ EDUCATIONAL
TOURS

International Travel Program Proposal

Monomoy High School / Dustan Burns



Charting the Galápagos Islands – February Break 2025

eftours.com/GPI

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's contained in this document

Pg. 2	Safety
Pg. 4	Liability protection
Pg. 6	Affordability
Pg. 7	Educational value
Pg. 8	Itinerary specifics
Pg. 8	Cost and payment options
Pg. 9	Sample hotels
Pg. 10	Sample meals

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Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team

– This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team

– Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

EF Travel Team – This team is your point of contact at EF. This team is a dynamic duo, made up of a Tour Consultant and an Experience Specialist. Your Tour Consultant is an itinerary whiz & is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to creating long-term travel programs for your school community. Your Experience Specialist is here to dive into all the little details that make your experience with EF special. They will work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (20 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Fundraising pages – Each student has access to their own unique and customizable fundraising page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Risk-free enrollment period - New travelers who enroll by their Enrollment Deadline can cancel for any reason up to 14 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$360.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$360/\$720) through Southern New Hampshire University.

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Full flexible travel window: Thursday, Feb. 13 - Sunday, Feb. 23, 2025

Requested travel dates: Friday, Feb. 14 - Saturday, Feb. 22, 2025

Price details

Charting the Galápagos Islands

Program Price* ¹ **\$4,459**

Includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Global Travel Protection Plus Plan **\$590**

Early Enrollment Discount **-\$200**

EF's Peace of Mind Program ^{*} **Free**

Total for Students (under 20) **\$4,849**

11 monthly payments **\$433/mo**

Adult Supplement ² **\$730**

Total for Adults **\$5,579**

11 monthly payments **\$499/mo**

Quote created on 3/13/2024

¹ *Program price valid for today. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at eftours.com/baggage. All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit eftours.com/bc. Some destinations may require aircraft insecticide treatment for in-bound foreign flights. Such destinations can be found at eftours.com/insecticide.

² Adult supplement required for travelers age 20 and older at the time of travel.

^{*} We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Itinerary shown is for 2025 travel. Itineraries are subject to change biannually, please call for more details

Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Here are some examples of hotels students might stay in on tour:

Hotel Déjà Vu | Galapagos

www.dejavugalapagos.com

Situated in the beautiful Academy Bay, Hotel Déjà Vu is a prime location on Santa Cruz Island. You can find the hotel in the center of Puerto Ayora, a quaint village known for its picturesque harbor and gorgeous sunset views. The town port is just five minutes away, where guests can access the Isabela and Floreana islands by boat. The hotel also features an outdoor pool, fitness center, complementary Wi-Fi, and a garden terrace.

Hotel Iguana | Galapagos

www.hoteliguanagalapagos.com

This family-run hotel on Isabela Island boasts an outdoor terrace with beautiful inlaid wood flooring. A 10-minute walk away from the ocean, guests may choose to meander through the small town for a glimpse into local life and enjoy beach views of turquoise waters.

Fenix Hotel | Quito

<https://www.fenixhotel.ec/>

Located right on the edge of the La Floresta neighborhood, the Fenix Hotel is surrounded by the youthful and creative art scene of Quito. Guests will stay in classic, comfortable rooms equipped with both Wi-Fi and TVs. Additional hotel amenities include a gym and breakfast buffet.

Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of local dishes travelers may try at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.

On tour, breakfast generally is simple and will be at the hotel; it could be plated or buffet-style. **Lunch** typically is your chance to make culinary discoveries of your own. **Dinners** will be a mix of familiar dishes and local specialties. All meals will be a mix of familiar dishes and local specialties all served from a pre-set group menu.



Ecuador: Sample Meals

Soup, roasted chicken with rice and vegetables, fresh fruit, salad