



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, April 11, 2024 at 6:00 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. Adjournment to Executive Session** Roll Call Vote to adjourn to Executive session pursuant to G.L. c. 30A, sec. 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.
Regular Open Session to resume at approximately 6:30 PM.

C. MRHS Student Representative

D. Approval of Minutes

- i. March 27, 2024 MRSC Meeting

- E. Public Comment:** Speakers are limited to three minutes; additional time is at the discretion of the Chairperson

F. Reports and Discussions

- i. Transportation Bid
- ii. Superintendent Goals: Reflection & Self-Assessment
- iii. Public Safety and School District Drills (March 30, 2024)
- iv. Chatham Elementary School Student Activity Account Transfer

G. Subcommittee, Representative, Liaison Reports

- i. Negotiations Subcommittee - reporting out
- ii. Superintendent Evaluation: Summative Evaluation Process and Timeline
- iii. Policy Subcommittee

H. Superintendent's Report

- i. Recognition of Donations, Grants, and other Acknowledgments

I. Action Items - Vote Required

- i. Transportation Bid
- ii. Chatham Elementary School Student Activity Account Transfer
- iii. Second Reading of Policy Files: LBC - Relations with Nonpublic Schools; IJOA - Field Trips; IJOA - Athletic Trips; IJOA - Travel Abroad; JJH - Domestic Late Night or Overnight Trips

J. Presentation of the Warrants

K. Adjourn

Authorized Posting Officer

Leah Tambolleo

April 9, 2024

**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Minutes for Wednesday, March 27, 2024 at 6:30 PM
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; Ryan Clarke; Terry Russell; Scotti Finnegan

Members not Present: Jackie Zibrat-Long

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

A. Call to Order: The meeting was called to order at 6:34PM by Chair Meredith Henderson.

B. 2024 Superintendent Scholar Award for Academic Excellence

Superintendent Scott Carpenter awarded MRHS Senior Yu Ying Zou with the Massachusetts Association of School Superintendents Award for Academic Excellence. These awards are given to high school students who have distinguished themselves in the pursuit of excellence during their high school careers. Criteria for the award looks at the three-year cumulative average, rank in class and selection by the superintendent from the top 5%.

C. Approval of Minutes: March 14, 2024 MRSC Meeting

MOTION: Tina Games moved to approve the minutes from the MRSC Meeting of March 14, 2024. The motion was seconded by Jessica Rogers.

UNANIMOUS the motion passes.

D. Public Comment: None

E. Reports and Discussions

i. MRMS Siding and Trim Debt

MRSD Business Manager Michael MacMillan shared the shared the following information:

The siding and trim of the Monomoy Regional Middle School building is in a state of significant deterioration. There is evidence of water infiltration and there has been a reduction in air quality in some parts of the building. The district has carried out ad hoc repairs to the outside of the building but until the entire building is water tight these repairs have limited impact. We are proposing a one-off project to replace the 'building wrap' and all the siding and trim around the building. Based on an initial quote received by the district, the cost of this project, including design and construction, is estimated to be around \$2,500,000.

Therefore:

MOTION 1: Scotti Finnegan moved to approve that the amount of two million, five hundred thousand dollars (\$2,500,000) is appropriated for renovating and reconstructing the exterior siding of the Monomoy Regional Middle School, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the District Treasurer, with the approval of the Chair of the Committee, is authorized to borrow said amount under and pursuant to Massachusetts General Law chapter 71, section 16 subsection d or pursuant to any other enabling authority, and to issue bonds or notes of the District therefor. The motion was seconded by Betty Gray.

UNANIMOUS the motion passes.

MOTION 2: Tina Games moved to approve that within seven days following the date of this vote, the School Committee Clerk is directed to give written notice of the amount of the debt authorized by this vote and of the general purposes for which it was authorized, to the Select Board in Chatham and the Board of Selectmen in Harwich. The motion was seconded by Jessica Rogers.

UNANIMOUS the motion passes.

ii. Transportation Contract Overview

MRSD Business Manager Michael MacMillan shared he is going to out bid the next transportation contract. It'll be a 3-year contract with an optional extension of 2 years. He had a pre-bid meeting on March 21st to 'test the waters' of prospective vendor interest, which was met with positive response.

The transportation bid window will close on April 8th and Mr. MacMillan will return before the school committee with an update on the process and vote to approve the contract.

iii. First Reading of Policy Files: LBC - Relations with Nonpublic Schools; IJOA - Field Trips; IJOA - Athletic Trips; IJOA - Travel Abroad; JJH - Domestic Late Night or Overnight Trips

On behalf of the Policy Subcommittee, Betty Gray reviewed the above mentioned policies with the full committee. Policy files IJOA - Athletic Trips and JJH - Domestic Late Night or Overnight Trips will go back to the policy subcommittee for more clarification. The others will be presented for a second reading and approval vote at the April 11, 2024 MRSC meeting.

F. Subcommittee, Representative, Liaison Reports

i. Negotiations Subcommittee - reporting out

On behalf of the Negotiations Subcommittee, Scotti Finnegan shared that the group will meet again on April 1, 2024 to continue the collective bargaining process with Unit C.

ii. Policy Subcommittee - reporting out

On behalf of the Policy Subcommittee, Betty Gray shared that, in addition to the work done to present the above policies for a first reading, the group will meet again on April 2, 2024 to review the policies in question and any other policies that might need updating.

G. Superintendent's Report

i. Recognition of Donations, Grants, and other Acknowledgments

Dr. Carpenter shared that Nurse Leader Cheryl Dufault and Joy Jorday have been working on putting together information related to new cold/flu/rsv/covid guidelines that will go out to district families/staff shortly. Dr. Carpenter also shared that on Saturday, March 30, 2024 Public Safety First Responders will be holding safety drills at the MRHS.

H. Action Items - Vote Required

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

MOTION: Betty Gray moved to approve the MRHS trip to the Galapagos Islands with EF Tours in February 2025, seconded by Terry Russell.

UNANIMOUS the motion passes.

ii. MRMS Siding and Trim Debt

MOTION 1: Scotti Finnegan moved to approve that the amount of two million, five hundred thousand dollars (\$2,500,000) is appropriated for renovating and reconstructing the exterior siding of the Monomoy Regional

Middle School, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the District Treasurer, with the approval of the Chair of the Committee, is authorized to borrow said amount under and pursuant to Massachusetts General Law chapter 71, section 16 subsection d or pursuant to any other enabling authority, and to issue bonds or notes of the District therefor. The motion was seconded by Betty Gray.

UNANIMOUS the motion passes.

MOTION 2: Tina Games moved to approve that within seven days following the date of this vote, the School Committee Clerk is directed to give written notice of the amount of the debt authorized by this vote and of the general purposes for which it was authorized, to the Select Board in Chatham and the Board of Selectmen in Harwich. The motion was seconded by Jessica Rogers.

UNANIMOUS the motion passes.

iii. Second Reading: 2024-2025 MRSD School Calendar

MOTION: Betty Gray moved to approve the 2024-2025 MRSD School Calendar as presented, seconded by Jessica Rogers.

UNANIMOUS the motion passes.

I. Presentation of the Warrants

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

J. Adjourn

MOTION: Betty Gray moved to adjourn the meeting, seconded by Jessica Rogers.

UNANIMOUS the meeting adjourns at 7:29PM.

Respectfully submitted,

Leah Tambolleo
Recording Secretary

Scott Carpenter's Goals 2023-2024

with April 3, 2024 Updates added

Professional Practice Goal #1

Engage in professional development with a focus on strategic communication and public engagement. [Cross connects to the School Committee goal on Strategic Planning]

Actions: Virtually meet with Leading Now and "interview" to be part of their winter collaborative learning cohort (September 2023). Was sent an application from Leading Now and formally applied (October 2023). The format of this professional development is to attend a kick-off in-person two-day session in January, then attend half-day virtual meetings with my cohort partners once a month, February through June (Jan-June 2024).

April 3, 2024 Update: While I was not able to do the Leading Now professional development this winter (which required a two-day in-person session) because of my injury, there are other professional development activities that I have done this year or will be doing between now and the beginning of May.

December 3: Chaired a day and a half NEASC Accreditation Collaborative Conference at North Smithfield High School in Rhode Island

April 27: I will be attending the day long MASS sponsored [IDEAS Educator Conference "Anti-Racist Education"](#) at Bentley College

April 30: I will be Chair for a day and a half NEASC Accreditation Collaborative Conference at Cumberland High School in Rhode Island

I have already arranged with Leading Now to be included in their fall 2024 collaborative learning cohort.

Professional Practice Goal #2

Pick up where I left off on this Professional Practice Goal last year, having met with the high school Guidance team to get their support in identifying students who would benefit from higher education mentorship and to begin soliciting mentors. This year I would like to work with the Community Engagement Coordinator to implement a higher education mentorship program, to recruit more mentors, and to start the mentorship process with students. [Cross connects to the Strategic Objective of Expanding Community Partnerships and the Strategic Initiative of Increasing Community Involvement in our schools]

Actions: Meet with mentor (Fall 2023) to kick-off the initiative. Work with the high school guidance counselors to pair students with mentors, and regularly meet with the mentor group as

the year progresses (Fall 2023). Solicit area groups to recruit additional mentors (throughout the 2023-2024 school year).

April 3, 2024 Update: Joy Jordan and I met with the high school guidance staff to identify prospective 9th grade students. 16 9th graders were identified, plus one senior. All 17 students and their families were invited. Ten students and their families, including the senior, wanted to be paired with college mentors. I personally met with the senior and his father on Saturday, December 9.

We held a few planning meetings with prospective mentors in the fall of 2024. Joy continued to work with the mentors after my injury, pairing the 10 students with mentor (including the senior). March 19th Joy facilitated a gathering of mentors and mentees at the high school cafeteria.

Heading into President's Day weekend, I received a phone call from the mentored senior, a young man who immigrated to the U.S. from Brazil less than two years ago, who had college dreams but was unsure how to attain them. He called to let me know that he had been accepted into UMASS Dartmouth's program for first-generation college students. It was the highlight of my winter.

The mentoring program work is ongoing and we will be planning college visit trips for the group this spring.

Joy deserves huge credit for helping this move forward when I was unable to because of my injury.

Student Learning Goal #1

Support the success of the new "Curriculum Office" so that it lives up to the proposed vision of bolstering teaching and learning by having administrators more regularly in classrooms providing a coaching model of support. [Cross connects to the Strategic Objective of Improving Curriculum, Instruction, and Assessment for All Learners]

Actions: Hold monthly meetings with the Curriculum Office staff (the Director of Curriculum Instruction, Grades 5-12 STEM Curriculum Director, and the Grades 5-12 Humanities Curriculum Director) to discuss their time spent supporting teaching and learning in classrooms. Hold similar monthly meetings with each building's leadership team (principals and assistant principals) to discuss time spent in classrooms supporting learning. To report out to the School Committee in February and in June on the status of bolstering teaching through coaching and additional curricular support.

April 3, 2024 Update: I continue to meet monthly with each principal and have ongoing meetings with Robin regarding the Curriculum Directors. These meetings continued virtually when I couldn't be in-person, but have shifted back to in-person meetings over the past month. While

recovering from surgeries, it was clear from my conversations with principals and Robin that one of the new Curriculum Directors was not an ideal fit for working with and leading middle and high school staff, and the decision was made to post the position and seek a different Director for STEM. That position is currently posted and the hiring process underway.

District Improvement Goal #1

Work with the Diversity, Equity, Inclusion, and Belonging Advisory Committee (DEIBAC) to see that new equity and belonging initiatives at both the high school and middle school are operationalized and to monitor and reflect on successes. [Cross connects to the Strategic Objective 3: Close the Achievement Gap AND the School Committee Goal of supporting equity and diversity work within the district]

Actions: Meet with the DEIBAC (August/Sept/October 2023) to discuss the current state of belonging and equity. These meetings generated actionable ideas for both the high school and middle school – such as implementing a Challenge Day (www.challengeday.org) in the spring of 2024 at the high school and at the middle school to engage with consultants with expertise in fostering successful equity/belonging approaches through building a culture of dignity. In the fall and spring of this school year, work with the two schools and DEIBAC to launch the endeavors and report out to the School Committee in the spring.

April 3, 2024 Update: The DEIBAC team has been meeting almost monthly throughout the year. They did do a School Committee presentation this fall. Joy continues to facilitate the group and Robin did a wonderful job of stepping in and playing a large role in the group during the winter while I was recovering. The meetings have focused on topics of improving our hiring of more diverse staff to providing equity-related professional development for our staff. At our April 1 meeting, where I was finally back in-person, Robin rolled out a book study that the DEIBAC team will be doing using *Belonging Through A Culture of Dignity: The Keys to Successful Equity Implementation* by Floyd Cobb and John Krownapple. Both Joy and Robin deserve a lot of credit for keeping the momentum going in my absence.

District Improvement Goal #2

Support the Development of a new Strategic Plan [Cross connects to the School Committee Goal of developing the a new Strategic Plan with administration]

Actions: Work with the consultants and Strategic Planning Subcommittee to develop a timeline and implement the survey(s) and focus groups (Sept.-Oct. 2023), identify/recruit a Development Team to collaboratively draft the new Strategic Plan (October 2022), work with the Development Team and consultants to draft the new Strategic Plan (October 2023 - January 2024), present a draft the new Strategic Plan to the School Committee and community (February 2024), finalize

the graphics and publicize the new Strategic Plan (Feb./March 2024), and begin to operationalize the new Strategic Plan (Spring 2024).

April 3, 2024 Update: Working with our Strategic Planning Subcommittee and a large Development Team we managed to meet this timeline. I continued to participate remotely throughout my recovery, working with Robin and Joy to plan each session and doing our own strategizing on how to bring the Development Team towards consensus. The administrative team continues to work at our own monthly "Strategic" meetings to refine the needed action steps to bring the new, voted upon and approved, Strategic Plan to life and subsequently to fruition. Robin in particular deserves credit for helping facilitate some of the working meetings of the Development Team while I was recovering, as I found it quite challenging to lead while just being a talking head on a screen in the library. I was thankful to be able to be back in-person at our last Development Team meeting to thank everyone for their time and efforts.

District Improvement Goal #3

With the pending retirement of the Director of Instructional Technology (December 31, 2023), support a successful and seamless transition within our technology (IT) department. [Cross connects to DESE Superintendent Management & Operations rubric, specifically II-A-2 Operational systems and even more II-B-1 Recruitment & Hiring strategies]

Actions: Inventory the current functional responsibilities and tasks of both the Director of Instructional Technology and the Data, Compliance, and Assessment Specialist to understand how each role has evolved since the last time the district had turnover within the department. Revise job descriptions for both roles. Post for the retiring Director's current role. (September 2023). Compare the duties of the current roles to other districts and their pay scales. Meet with the School Committee to discuss the roles, responsibilities, titles, and any necessary compensation adjustments (October 2023). Hire the new Director in the (December 2023). Collaboratively work with the Business Manager and Director of Curriculum, Instruction, and Assessment to mentor and support the new Director in their role, while also supporting the Data, Compliance, and Assessment Specialist through this transition (Winter-Spring 2024).

April 3, 2024 Update: We were able to have a seamless transition in our Director of Technology, while also retaining the best Data, Compliance, and Assessment Specialist around. With Mackenzie and Holly, respectively, our district, it's technology, and our data are in good hands.

Monomoy Regional School District Athletic Trips

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 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)

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

- 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 prior to and during any time while on the trip leaving by an administrator or designee.

8. Transportation

- a. The use of private automobiles for trips planned to include late-night or overnight student travel is prohibited.
- b. For late-night trips over 150 miles, all efforts will be made to use commercial motor coaches
- 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.safersys.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: April 2024

**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, or to provide students with experiences outside their everyday activities away from the school facility and may require transportation
2. All field trips outside of 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, or to provide students with experiences outside their everyday activities away from the school facility and may require transportation
3. The Superintendent will establish procedures to ensure 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

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

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 the Coordinator, in consult with the Principal and Central Office staff, determines that a student's conduct while on 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, the 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 prior to leaving by an administrator or designee.

this applies to extended and abroad

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 trips 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.safersys.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.

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: April 11, 2024

**Monomoy Regional School District
Domestic Late Night or Overnight Trips**

Extended and overnight field trips are **not** an extension of the school's Standards-Based Curriculum and are considered voluntary.

1. Procedures

The Superintendent will establish 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 from 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.

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;

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 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 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 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 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 a 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

- 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
 - c. Additional information may be requested by the appropriate authority prior to making a decision
 - d. Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required
 - e. 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.
- b. For late-night trips over 150 miles, all efforts will be made to use commercial motor coaches
- 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.safersys.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.
- f. **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

M.G.L. 69:1B; 71:37N; 71:38R
603 CMR 27.00

Adopted by the MRSC March 27, 2013

Revised: April 2024

**Monomoy Regional School District
Relations with Nonpublic Schools**

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 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 on which the private school commenced operation, and other basic information, such as the school's street and e-mail addresses.
6. 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: April 2024

**Monomoy Regional School District
Travel - International/Abroad**

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

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 inform 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. International/Abroad accommodations will be made in advance with student safety and security in mind.
7. 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.

Procedures

1. The Superintendent will establish 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)

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. 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 an 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 the Coordinator, in consult with the Principal and Central Office staff, determines that a student's conduct while on 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. 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 prior to leaving and during any time while on the trip by an administrator or designee.

AUTHORITY TO APPROVE/DISAPPROVE/CANCEL - 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 - 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. All International/Abroad Trips planned 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.safersys.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: April 2024

Student Activities Account

Request for money to be moved

Date: 4/4/2024

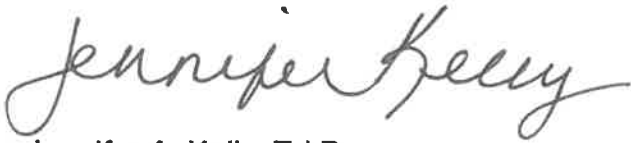
From Account : 8900.01.3520.385.640.000.0000 (Yearbook)

To Account: 8900.01.6520.385.683.000.0000 (Lighthouse)

I am requesting that we transfer 1800.00 from the Yearbook account to the Lighthouse Account in order to purchase the t-shirts for field day 2024 (Chatham Elementary School)

I am requesting this amount from the yearbook account because we have not produced a yearbook over the last few years and we are having field day 2024.

Thank You

A handwritten signature in cursive script that reads "Jennifer Kelly".

Jennifer A. Kelly, Ed.D.

Principal, Chatham Elementary School