

FIELD TRIP POLICY

- The Marlborough School Committee recognizes the value of field trips when they are directly tied to curricular standards and goals. The field trip should enrich the instructional program in school and provide students with access to experiences that reflect state and local curriculum standards. The teacher will review the purpose of the trip with the Principal prior to the Superintendent and receive written approval prior to making arrangements for the trip. For trip consideration, plans must be presented with sufficient lead time so there may be compliance relative to scheduling of staff (Nursing or support services), Medical needs are discussed, Financial plans are in place, Fundraising opportunities are reviewed and approved, Liability and Insurance are discussed and appropriate staff coverage are planned for and monetarily covered with transparency.
- A fully completed and accepted parent or guardian permission slip is required for each student participating in the trip. The permission slip must include the parent / guardian providing current medical conditions and any updates regarding acute issues.
- The teacher will provide the parents /guardians with information concerning the purpose and destination of the trip, transportation and meal arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
- Participating students may be required to pay a full share or pro-rata share of costs for transportation, admission fees and meal costs depending on the nature of the trip. No student shall be denied access to a field trip because of the inability to pay. If at all possible, fundraising opportunities should be discussed to assist with funding for all.
- The school will arrange for a proper ratio of students to adults by providing teacher or parent/guardian volunteer chaperones to assist the teacher in charge of the trip. The principal, in consultation with the teacher, shall determine the proper student-to-adult ratio. The teacher in charge will be responsible for informing chaperones of their responsibilities. All parent/guardian volunteers shall be required to complete CORI forms and other necessary volunteer forms prior to participating in the field trip.
- The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has the primary responsibility for the conduct of the students. The student code of conduct shall apply to students participating in field trips.
- Students must be eligible to attend the school day in order to participate in any field trips or co-curricular activity. School Administration reserves the right to remove the privilege of attending the field trip or co-curricular activity based upon documented disciplinary action.
- Students' safety will be a primary consideration, with First-aid kits will be carried by a staff member, will be required on all field trips and Safety protocols will be established and followed for each field trip.



**FIELD TRIP POLICY
(Instruction)**

- Should an emergency situation occur, the teacher is responsible for notifying the Principal or designee by telephone as soon as possible. The teacher shall contact law enforcement or emergency services, as appropriate
- All students are provided with full and equal opportunity for participation in field trips and must align with providing equal opportunity to all students supporting every students' right to participation.
- All out-of-state or extended (overnight) trips, including enrichment, except those required for student participation in tournament competition or contests, must have advance approval of the Marlborough School Committee. All extended field trips must comply with the Extended Field Trip Policy and Protocol, Policy 7.320.
- Fundraising for field trips shall comply with school policy and requires prior approval of the Superintendent or his/her designee.

Legal Reference: Chapter 346 of the Acts of 2003 (et al)
Approved on October 9, 2002
M.G.L. 69:1B; 71:37N

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