

PLYMOUTH PUBLIC SCHOOLS
FIELD TRIPS, EXCURSIONS, AND OTHER STUDENT TRIPS

Recognizing that the first-hand experiences provided by well-planned field trips are a worthwhile means of learning and an important source of enrichment to the extent that field trips provide an alternative means for accomplishing general curriculum objectives, field trips may be authorized under the following established regulations:

- 1.0 Approval of a proposed trip as described in items 2.0, 3.0, and 4.0 must be granted prior to the distribution of informational material to students or parents.
 - 1.1 A proposed school-sponsored trip may be authorized in writing by the building principal provided that:
 - 1.2 The trip does not leave the Commonwealth of Massachusetts; The trip is not an overnight trip;
- 2.0 The trip is in keeping with the School Committee policy.
 - 2.1 The completed Field Trip Form, including the financial breakdown, is included showing itemized expenses (transportation, ticket process, etc.)
- 3.0 School-sponsored trips out-of-state or overnight require the approval of the School Committee no less than sixty (60) calendar days before the departure date of the trip (exceptions for trips occurring as a result of various competitions will be considered individually).
 - 3.1 The building school nurse must be informed of all overnight and out-of-state field trips sixty (60) calendar days in advance of departure to ensure a school nurse is available for the trip if medically indicated.
- 4.0 Proposed school-sponsored trips or excursions that involve either international and/or trips that result in student absences for three or more consecutive school days shall be part of a course of studies and must have concept approval by the principal, Superintendent of Schools and approved by the School Committee no less than sixty (60) Calendar days before the departure date of the trip (exceptions for trips occurring as a result of various competitions will be considered individually).
- 5.0 Subsequent to the approval of the superintendent's office, and/or the building principal, and/or coordinator, and/or the Director of Student Health Services, all contracts required for field trips must be reviewed and signed by the school business administrator.
- 6.0 In evaluating field trip requests, administrators and the School Committee must consider, before approval, the following:
 - 6.1 All field trips must be relevant to the student's curriculum.
 - 6.2 Provisions for adequate adult supervision to ensure student safety and welfare;

- 6.3 Suitability of the activity and distance traveled for the age level;
 - 6.4 Degree of access to the field trip and subsequent education follow-up by all students involved in the unit of study (every member of a class may not be able to attend a field trip);
 - 6.5 Evidence of thoroughness in planning, including provision for making up, missed classwork.
 - 6.6 Every effort will be made by the “advisors” organizing/coordinating the trip to reduce the expenses for all students.
 - 6.7 All students regardless of financial constraints are encouraged to express their interest in attending.
 - 6.8 Scholarships may be available to students in need.
- 7.0 Educational field trips shall be planned and conducted in accordance with the following procedures:
- 7.1 The teacher will provide the parents with a detailed itinerary of the field trip to include, but not limited to, the following: destination of the trip; transportation and eating arrangements; date and time of departure; estimated time of return and the relation of the trip to the unit of study.
 - 7.2 A signed parental/guardian permission slip is required for each student participating in a field trip. Slips will be distributed to parents at least one week in advance of the due date.
 - 7.3 In addition to the teacher, the following adult chaperones will be required as follows:

<u>Student(s)</u>	<u>Chaperone(s)</u>
1-10	1
11-20	2
21-30	3
31-40	4
41-50	5
51-60	6
61-70	7

After 70 students, add one (1) additional chaperone for every ten students beyond seventy. During overnight trips, the same student/chaperone ratios shall apply. Assignment of chaperones will take into consideration the need for male and or female adult supervision.

- 7.4 The teacher planning the trip and the principal will be responsible for arranging an appropriate educational experience for students who do not participate in the field trip.
- 7.5 The teacher planning the trip will be responsible for sending in advance to all faculty a list of students who will be going on the trip.
- 7.6 The teacher planning the trip must follow the ***Medication Guidelines Policy 6.4*** for all students requiring medication. In keeping with the above policies,

a registered nurse may be required to accompany students on field trips and excursions. The teacher/field trip organizer must provide the school nurse with a list of students attending the field trip at least ten (10) school days prior to the trip. The school nurse will review the student's medications and other health needs and provide any specific recommendations to staff, if necessary. The school nurse will request the Director of School Health Services for a nurse to attend the field trip if deemed necessary. Such requests will be made no later than five (5) days prior to the scheduled field trip.

- 7.7 If an emergency occurs, the teacher is responsible for notifying the principal as soon as possible.

- 7.8 Administrators approving field trips, excursions, or student trips that allow students to enter a body of water for swimming or like activities must be assured in writing that an American Red Cross or Ellis and Associates certified lifeguard will be on duty for the entire time students are engaged in such activity. All recommended guidelines for safety will be followed as outlined in the American Red Cross Water Safety Manual and/or the Ellis and Associates Comprehensive Aquatic Risk Management Handbook.

- 7.9 Students are not to use any water vessel of any kind in any body of water that is not captained by an individual licensed by the United States Coast Guard or any commercial vessel not captained by an individual licensed by the city or town in which it is operated and is certified in water safety by the American Red Cross. ***The Swan Boats in the Boston Public Gardens are the only exception to this portion of the policy.***

REVISED:

INFORMATION:	10/6/22
DISCUSSION:	11/7/22
REVISIONS APPROVED:	11/7/22