

Melrose Public Schools



Procedures for: Student Travel, Field Trips and Excursions

The Melrose School Committee recognizes that field trips, international excursions, class trips, and co-curricular trips can provide students with an effective and worthwhile means of learning and growing. The School Committee encourages those activities that reinforce classroom instruction and promote healthy social development.

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. Teachers and principals are encouraged to promote field trips as an integral part of the instructional program of the Melrose Public Schools. Reasonable accommodations will be provided for students with disabilities to allow them to participate in field trips. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the Melrose Public Schools, field trips may be authorized by the building principal and approved by the Superintendent.

Field Trips

Field trips are intended to stimulate student interest and inquiry, providing them with insights, information, or knowledge that enhances regular classroom instruction. To be educationally beneficial, field trips require thoughtful selection, careful advanced planning and preparation of the class, and relevant follow-up activities. Moreover, field trips must not interfere with the overall academic program of the school due to repeated teacher and/or student absences.

Elementary (PreK-5) Field Trips

Normally, only single day field trips are permitted at the elementary level. Field trips complying with the conditions set forth by the Melrose School Committee policy may be authorized by elementary principals, followed by notification and approval of the Superintendent or designee. Both single-day out-of-state field trips and multi-day field trips, such as the fifth grade trip to E-camp, require the Superintendent's approval followed by School Committee approval. Please note that field trip procedures have been standardized for all elementary schools.

Middle School (5-8) Field Trips

Normally, only single day field trips are permitted at the middle school level. Field trips complying with the conditions set forth by the Melrose School Committee policy may be authorized by the middle school principal or assistant principal, followed by notification and approval of the Superintendent or designee. Both single-day out-of-state field trips and multi-day field trips require the Superintendent's approval followed by School Committee approval.

High School (9-12) Field Trips

Normally, only single day field trips are permitted at the high school level. Field trips complying with the conditions set forth by the Melrose School Committee policy may be authorized by the high school principal or assistant principals, followed by notification and approval of the Superintendent or designee. Both single-day out-of-state field trips and multi-day field trips require the Superintendent's approval followed by School Committee approval. The Superintendent may authorize multi-day domestic (out of state) or international trips that relate to a specific course or area of study, followed by notification and approval of the School Committee. The Superintendent reserves the right to cancel any trip as warranted for safety reasons.

The Melrose Public Schools recognizes only school-sponsored field trips. School-sponsored travel is defined as travel as an extension of school programs (academic, extracurricular, or athletic). The school system is responsible for arranging and overseeing the details of the trip including chaperones, itinerary, transportation and the conditions under which students participate. Absences are excused.

Field trip requests must specify:

- The academic subject
- Grade of students attending
- Title of the field trip/lesson
- Purpose of the trip
- Learning Objectives
- Expected student outcome
- Instructional procedure and activity
- Learning reinforcements

Teachers must also be cognizant of the educational needs of those students not participating in a field trip and must provide a comparable educational experience for those students. Teachers will provide a lesson plan for those students remaining in school which clearly addresses the following:

- Learning objectives of the lesson plan(s) for students
- Expected student outcome
- Activities students will complete in school during the field trip
- Follow-up activities students will complete following the field trip with their peers:
(e.g. – a student who does not attend a museum trip may stay behind and participate in a virtual museum in-class field trip or may visit a comparable museum on-line, which allow the students to participate in follow-up activities with the whole class and can then contribute to the discussion and learning of the subject)

All field trip requests must include a field trip request form and a field trip parental consent form. Additionally, multi-day/overnight and/or foreign travel may require additional forms. (See attached Forms)

Cost Guidelines

- In planning field trips, the schools are aware and sensitive of the cost to families. Therefore, school-sponsored single day field trips shall not be approved unless maximum efforts are made to assure that costs remain reasonable and that no student is denied the opportunity to participate in a day field trip because of his/her inability to pay.
- Students and their parents pay for the cost of multi-day (e.g. E-Camp) and foreign trips. All multi-day and foreign trips are completely voluntary. No student will receive extra credit or special grading considerations for attending, or not attending, a multi-day and/or a foreign trip. – *School Committee action required here*

Fundraising

- Fundraising events and activities may be planned to help offset the costs of Field Trips.
- Where an individual fee is charged for an Academic Field Trip, the principal and or the PTO's may provide a partial or full scholarship to a student if, due to financial hardship, such scholarship is necessary to allow a student's participation.
- However, no student is guaranteed a full or partial scholarship for the purpose of attending a Multi-day or Foreign Travel Excursion. – *School Committee action required here*

Academic Field Trips include all off-campus trips that are organized as part of a class curriculum. Participation by all members of the class is encouraged. **Co-curricular Field Trips** are off-campus trips that are organized by a school-sponsored club or group in which students participate on a voluntary basis. Away games or matches that are part of the athletic program are considered Co-curricular Field Trips under this definition.

When an **Academic Field Trip** or **Co-curricular Field Trip** is planned to occur between midnight and 6 a.m. or to require a student to stay overnight away from home, the procedures for planning and approving **Overnight/Multi-Day Trips** apply.

Approval process

- The building principal, in consultation with the Superintendent, is responsible for the approval of all Field Trips that do not constitute overnight trips or out of state trips. Staff must seek and obtain such approval before trip arrangements and/or fundraising

plans are finalized. For athletic or scholastic teams, the coach or advisor may submit only one proposal for the regular season with an attached schedule of competitions, which shall include the date, time and location of each competition.

- Approval by the School Committee is required for all overnight trips. The teacher, advisor and/or athletic coach shall be responsible for submitting a proposal for the overnight trip for preliminary approval by the school committee before any arrangements are made. Final approval will not be granted until all preparations for the overnight trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. Where practicable, final approval must be sought from the School Committee no less than 30 days prior to scheduled trip dates.

Transportation

For Day and Overnight/Multi-Day Trips, Melrose Public Schools generally will contract with a commercial carrier to provide transportation who must meet the following criteria:

- Transportation carriers will not be used if their safety ratings are conditional or unsatisfactory.
- All contracts with transportation vendors must prohibit the use of subcontractors unless sufficient notice is given to the school district to allow verification of the subcontractor's qualifications through the Federal Motor Carrier Safety Administration.
- All charter services used for field trips must be provided by a common carrier that is licensed for that purpose by the Commonwealth of Massachusetts.
- All transportation providers used for field trips must provide evidence to the school district that their driver(s) are licensed in the Commonwealth of Massachusetts to operate the type of vehicle being used.
- All transportation vendors used for field trips must maintain liability insurance with a minimum of five hundred thousand dollars (\$500,000) per occurrence for bodily injury.
- All drivers used by transportation providers for field trips must have successfully completed a Criminal Offender Record Information (CORI) check prior to the field trip.

Chaperones, Background Checks, and Trip Planning

- The level of chaperone coverage for Field Trips is subject to the approval of the principal. An appropriate range is as follows: one adult chaperone should be provided

according to the following ratio: grades K-2 – 1:5; grades 3-5 – 1:10; grades 6-8 – 1:10; and grades 9-12 – 1:15

- The Superintendent or his designee shall ensure that a CORI check has been conducted for all individuals (including parent volunteers and drivers) who may have direct and unmonitored contact with students while on a Field Trip as set forth in Mass. Gen. L. Chapter 71, Section 38R.
- Chaperones are expected to observe all school rules and school committee policies while on a one day or overnight field trip. During overnight trips, the sponsor(s) must ensure that any area where students are housed is overseen by chaperones or security personnel during the entire overnight period.
- Chaperones are required to adhere to all school committee policies, including but not limited to: staff conduct, drug and alcohol policy and harassment policy.
- Chaperones will carry appropriate documentation regarding itinerary, contacts and student information.
- Chaperones and sponsors should wear some form of identification so that they are easily identifiable
- Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements. Whenever practicable, trip schedules should avoid planning student travel between the hours of midnight and 6:00 a.m.
- The teacher planning an academic field trip will be responsible for arranging an appropriate educational experience for those students who do not participate in the field trip. Where appropriate 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.
- The teacher shall give notice **to food services in advance of the trip** if a class will not be having lunch in the cafeteria.
- The teacher shall notify the school **nurse** of a scheduled field trip a minimum of four days before the trip so that necessary arrangements may be made for administration of **medications** or special procedures arranged for those students so impacted.
- During the field trip or activity the administrator/teacher/coach/advisor is responsible for the activities of the trip and shall determine if during the trip there is a necessity to change the itinerary, mode of transportation, or other similar issues. The chartered transportation companies shall follow the direction of the administrator/teacher/coach/advisor in charge. Should an emergency situation occur,

the teacher/coach/advisor is responsible for notifying the Principal by telephone as soon as possible. The Principal is responsible for notifying the Superintendent by telephone as soon as possible.

Student behavior

Students participating in any Field Trip are expected to conduct themselves in a manner appropriate to the circumstances of the Trip, including but not limited to adhering to general school rules and codes of conduct, as well as rules that have been established for the Trip. In the event a student fails to meet this expectation, the school staff may contact the student's parents, and staff shall have the discretion to send the student home. The student's parent or guardian shall be responsible for any additional expense incurred in such circumstances. Students may also be disciplined in accordance with the school's Code of Conduct.

Consents and Waivers

- A consent and waiver form signed by the student (if appropriate, acknowledging understanding of the form and expectations of student) and the student's parent/guardian is required prior to a student taking part in any Field Trip. The waiver will include any and all claims related to or arising out of the Field Trip as well as those claims related to/arising out of cancellation by the Superintendent.
- For athletic or scholastic teams, parents/students may submit one consent/waiver form to cover all events for the regular season with an attached schedule of competitions, to include the date, time and location of each competition.
- The consent forms must contain appropriate authorization for emergency medical care and administration of medication.

Cancellation

- The Superintendent reserves the right to cancel all trips up to departure and recall trips in progress, if **he/she** believes there is a potential danger to students, or for any other reason deemed appropriate. The Superintendent will also check with the State Department regarding travel warnings as needed.
- In such an event, school officials will make a reasonable effort to obtain a refund of monies paid by students and parents. However, such refunds are not guaranteed. Trip Insurance is mandatory on some trips, such as Foreign and/or overnight travel.

– *School Committee action required here*

Melrose Public Schools

**DISCLOSURE OF FINANCIAL INTEREST BY *MUNICIPAL EMPLOYEE* AND
DETERMINATION BY *APPOINTING AUTHORITY***

AS REQUIRED BY G. L. c. 268A, §19

DISCLOSURE

To obtain an exemption pursuant to G.L. c. 268A, §19, municipal employees must submit a disclosure to their appointing official of the nature and circumstances of the particular matter and the financial interest.

Name:	
Title or Position:	
Agency/Department:	
Municipality:	
Office Phone:	
Particular Matter Involved (Attach additional pages if necessary):	
Financial Interest Involved (Attach additional pages if necessary):	
Employee Signature:	
Date:	

DETERMINATION

As appointing official, as required by G.L. c. 268A, §19(b)(1), I have reviewed the matter and the financial interest described above and have determined that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.

Name and Title of Appointing Authority:	
Signature of Appointing Authority:	
Date:	
Comments (Attach additional pages if necessary):	

Attach additional pages if necessary.

MELROSE PUBLIC SCHOOLS
360 Lynn Fells Parkway
Melrose, MA 02176

Field Trip
Parental Consent and Release from Liability Form
July 1, 2010 – June 30, 2011

We/I, the undersigned parent(s)/guardian(s) of _____, a minor, do hereby consent to his/her participation in a voluntary field trip to _____ from (dates) _____ to _____ and do forever RELEASE, acquit, discharge, and covenant to hold harmless and not to sue the City of Melrose, the Melrose School Committee and their successors, departments, officers, employees, representatives and agents, including all field trip volunteers and chaperones, from any and all actions, causes of action, claims, demands, damages, loss of services, costs, attorneys' fees, expenses and compensation on account of, or in any way growing out of, directly and indirectly, all known and unknown personal injuries or property damage that we/I may now or hereafter have as parent(s)/guardian(s) of said minor, and also all claims or right of action for damages that said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting or to result from his/her participation in this field trip.

Furthermore, we/I hereby agree to INDEMNIFY, hold harmless, protect, reimburse and make good to the City of Melrose, the Melrose School Committee and their successors, departments, officers, employees, representatives and agents from any and all actions, causes of action, claims, demands, damages, loss of services, costs, attorneys' fees, expenses and compensation arising from said minor's intentional, grossly negligent or reckless acts or omissions while participating in said field trip.

SCHOOL: _____

FIELD TRIP: _____

Signature(s) of Parent(s) or
Guardian(s) _____

Date _____ Relationship _____

Signature of Student: _____

Acknowledging having read and understood the document

This form may not be altered.

Complete Reverse Side

Student's Last Name _____ First Name _____ Middle Initial _____

Home Address _____ Town _____ Zip Code _____

Telephone Number _____ Month _____ Day _____ Year _____ Grade _____
Date of Birth (A copy of the birth certificate may be required.)

IN CASE OF EMERGENCY CALL:

1. Name _____ Tel. No. _____ Relationship _____
2. Name _____ Tel. No. _____ Relationship _____
3. Name _____ Tel. No. _____ Relationship _____

Family Health Insurance Plan _____ Policy Number _____

FIELD TRIP CANCELLATION RELEASE AGREEMENT

1. The School Committee reserves the right to cancel any school-sponsored field trip up to the time of departure and to recall any field trip in progress, whenever, in the Superintendent's judgment, a change in circumstances, whether man-made or natural, warrants such action in the interests of the safety of students and other participants or for any other appropriate reason.
2. If a trip is cancelled, the Superintendent will endeavor to make the decision at the earliest date possible.
3. If a trip is cancelled, the school district will make an effort to obtain a refund of monies paid by students and parents/guardians; however, such refund is not guaranteed. Parents/guardians may lose all or any portion of the funds that they have expended in connection with the trip.
4. It is strongly suggested that all participants purchase comprehensive trip insurance as warranted.

We/I affirm that we/I have read the above Field Trip Cancellation Release Agreement and understand that the Superintendent has the right to cancel or to recall a school-sponsored field trip. We/I understand and acknowledge that, in the event of such action, we/I may lose all or any portion of the funds that we/I have expended in connection with the trip.

We/I agree to release and covenant to hold harmless and not to sue the City of Melrose, the Melrose School Committee and their successors, departments, officers, employees, servants, and agents for any loss of funds or any other damages resulting from the cancellation or recall of any school-sponsored field trip.

Signature of Parent/Guardian _____ Date _____

Single Day Field Trip Forms
Attachment A

MELROSE PUBLIC SCHOOLS
Melrose, Massachusetts

STUDENT ACKNOWLEDGMENT AND AGREEMENT

I, _____, agree to comply with all rules and directives communicated to me by _____ (name of all chaperones) _____ during the entire field trip to and from _____ (destination) _____ and during the stay in said destination during the period from _____ (dates of trip) _____. I understand that during the entire trip I remain a student of Melrose High School, and am bound by all applicable school rules and policies, including but not limited to those described below.

I understand and agree to comply with the **hazing** policy set forth in the Melrose High School Student Handbook.

I understand and agree to comply with the **drug** and **alcohol** policy set forth in the Melrose High School Student Handbook and agree not to take drugs of any kind (other than prescription medications that are registered with and in the possession of a chaperone) or to drink alcohol of any kind.

I understand and agree to comply with the **smoking** policy set forth in the Melrose High School Student Handbook and agree not to smoke, use or possess any **tobacco products** of any kind.

Finally, I understand that, in addition to my early return to Melrose, I will be subject to discipline in accordance with the Melrose High School Student Handbook for any rule(s) that I violate during the field trip.

Signature of student: _____ Date: _____

PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT

I, _____, parent/guardian of the above named student, understand that, if my son/daughter/ward violates any of the above rules, he/she may be returned early from the field trip at my expense. I also agree to take all steps necessary to assist the chaperones to pay for any damages caused by my son/daughter/ward and, if necessary, to arrange for his/her early return to Melrose, including by way of example but not limitation, authorizing the use of my credit card for the cost of transportation.

Signature of parent: _____ Date: _____

MELROSE PUBLIC SCHOOLS
Melrose, Massachusetts
FIELD TRIP APPLICATION FORM

Please complete all of the information requested below when submitting a field trip request for School Committee and/or Superintendent approval. If an item does not apply, please indicate N/A.

OVERNIGHT and OUT-OF-STATE/COUNTRY TRIPS NEED SUPERINTENDENT and SCHOOL COMMITTEE APPROVAL.

All approvals are required prior to the scheduled field trip.

1. Grade(s) or Class(es) _____
2. School _____
3. Destination _____
4. Departure: Date _____ Time _____ Departing From _____
5. Return: Date _____ Time _____ Returning To _____
6. Number of Students Attending _____
7. Ratio of Chaperones to Students _____
8. Room/Cabin Assignments and Supervision Plan _____
9. Behavior Contract _____
10. Signed Field Trip Parental Consent and Release from Liability Agreement Forms _____
11. Medical Release Forms Obtained _____
12. Number of Busses Required/Name of Bus Company _____
13. Cost of Trip (% paid by fundraising) _____
14. Educational Objectives Directly Related to Curricula _____
15. Daily Itinerary (attach separate copy)
16. Evidence of Conformance to Applicable Statutes:
Hazing Law _____ ADA Accommodations _____

Submitted by _____ Date _____

Approved by Principal _____ Date _____

Approved by Superintendent _____ Date _____

Approved by School Committee _____ Date _____

Multi-Day/Overnight & Foreign Field Trip Forms
Attachment B

MEDICAL INFORMATION

Name of student: _____
Last First Middle Initial

Date of birth: _____ Blood type: _____
Month Day Year

Home address: _____ Telephone number: _____

Family health insurance plan: _____

Telephone number of insurance company/agency: _____

Policy number: _____

Additional identification number, if any: _____

Name and address of physician: _____

Telephone number of physician: _____

Name and address of dentist: _____

Telephone number of dentist: _____

Specific medical condition(s): _____

Prescription medication(s): _____

_____ attach any necessary documents (e.g., copies of a medical card/copies of travel insurance, etc.)

_____ attach copies of any prescriptions to be filled during trip

Signed under the penalties of perjury this _____ day of _____, 201__

Parent/Guardian signature(s):