

File: JJH - STUDENT TRAVEL

All overnight, out-of-state, and out-of-country trips except those required for student participation in tournament competition or contests must have prior approval of the Superintendent of Schools or their designee no less than three months before the trip takes place. Overnight travel on a motor coach between 12 midnight and 6:00 am must have the prior approval of the School Committee. ~~All student trips which include late night or overnight travel must have prior approval of the School Committee.~~ Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. 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.

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. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from promoting trips in the schools or using school resources which have not been previously approved by the Superintendent or their designee. The School Committee or its designee will only review for approval school-sanctioned trips which have been approved by the Superintendent or their designee. ~~Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.~~

The health and safety of students participating in district-sponsored extracurricular activities is of utmost importance and must be considered when planning for out of state or overnight field trips. Staff facilitating such trips will assure that prior to leaving on an out of state or overnight trip, the health status of each participating student will be assessed and appropriate accommodations put into place as necessary.

Each student will complete the "Student Health Profile/Emergency" form. Forms will be reviewed by teacher/chaperones prior to departure and necessary accommodations put into place. For the duration of the trip, teacher/chaperones will have ready access to the forms as deemed appropriate by the school employee in charge of the trip. Participating students will carry a copy of the form on their person at all times.

CROSS REFS.: [IJOA](#), Field Trips

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002
M.G.L. [69:1B](#); [71:37N](#)

School Committee first reading TBD

School Committee second reading TBD