



FIELD TRIP APPROVAL CHECKLIST

Before submitting your Field Trip Approval Form, did you remember to:

- ✓ **Read the Students Field Trip Policy to ensure your trip meets the WPS criteria and all requirements have been met.**
- ✓ **Review the field trip with nursing staff to ensure trip protocol addresses health/medical needs of students, whether a nurse is need on the trip, or other medical care needs**
- ✓ **Obtain all necessary documentation from drivers if private vehicles have been approved for the trip, including:**
 - **Driver Verification Form,**
 - **Liability Release Form and**
 - **CORI (if not already on file), for each driver**
- ✓ **Review the Approval Criteria grid in the policy to ensure you are aware of which approvals are necessary, and then follow up to ensure form is on track for appropriate approvals.**

Please submit the Approval Form at least 60 days prior to the scheduled date of trip to ensure ample time to obtain the necessary signatures. As noted in policy, those trips requiring School Committee approval must be received prior to the school year in which the trip is to take place.



Wellesley Public Schools Field Trip Approval Form

This Form MUST be submitted 60 days prior to the scheduled date of Field Trip to ensure ample time to obtain the necessary signatures. As noted in the Student Field Trip Policy, trips requiring School Committee approval must be received prior to the school year in which the trip is to take place.

Date of Proposal:

Proposed Date(s) of Field Trip:

Grade(s) of Students:

Name of Field Trip:

Type of Field Trip: Day Extended Overnight Out-of-State Foreign

School Departure Time:

Return to School Time:

Staff in Charge:

Name

School/Department

School Phone

Name

School/Department

School Phone

Name

School/Department

School Phone

Proposed Purpose of Field Trip:

Proposed Itinerary for Field Trip:

Estimated number of students expected to participate:

Percentage of eligible students:

Cost Per Student:

Ratio of Chaperones/Teachers to Students:

Description of Transportation Arrangements:

Description of Arrangements for Meals and Lodging (If Applicable):

Means of Financing (Funding Source):
(Please attach a copy of any contract associated with this field trip to this form)

Description of Educational Alternatives & Mapping of That Alternative for Students NOT Attending Trip:

Description of the Process That Will Be Used to Determine Student Eligibility:

Nurse Approval (Field Trip Meets Nursing Standards):

_____	_____	_____
Name	Signature	Date

Nurse Special Instructions:

Approval Signatures (Refer to Field Trip Policy for Required Signatures):

_____	_____	_____
Department Head Name	Signature	Date

_____	_____	_____
Principal Name	Signature	Date

_____	_____	_____
Director of C&I Name	Signature	Date

_____	_____	_____
Superintendent Name (if required)	Signature	Date

High School Only:

If approved, teachers organizing the trip MUST send a list of potential students attending the field trip to the faculty members as soon as the form is returned. This applies to 'on campus' and 'off campus' field trips.

Final Notification to the faculty must be made at least 7 days prior to the field trip. Failure to do so will result in cancellation of the trip.



WELLESLEY SCHOOL COMMITTEE

POLICY ON STUDENT FIELD TRIPS

Academic Field Trips

The Wellesley School Committee (SC) recognizes that academic field trips are an extension of the classroom experience that expand and reinforce concepts learned in the classroom and can provide new and unique experiences not available in the classroom setting. An academic field trip is defined as a visit to a location beyond school grounds that has a direct relationship to a curricular field.

Wellesley Public Schools will sponsor academic field trips for students only when trips meet the following criteria:

- **Time and Learning** - The learning activities associated with the field trip map to the curriculum frameworks and satisfy time and learning requirements.
- **Equal Opportunity/Accessibility** - The right of a student to participate in any school-sponsored program is not infringed upon or impaired because of gender, race, ethnicity, color, national origin, ancestry, religion, sexual orientation, or disability group, or any other reason not related to his/her individual capabilities
- **Students with Disabilities** - Any concern about the safety or appropriateness of a disabled student's participation in a field trip will be referred to the student's liaison (if a special education student) or to the Section 504 Coordinator (if the student is on a Section 504 plan), whichever may be applicable, for the scheduling of a Team Meeting. The Team will review the concern, review any other relevant documents, make a Team determination how the student can participate and what, if any, accommodations are necessary for the student's participation in the field trip.
- **Affordability** - Field trips should be affordable and accessible to all qualified and interested students. Students may be allowed but not required to participate in reasonable group fundraising efforts to defray the cost of field trips.
- **Educational Alternatives** - Students who cannot participate in field trips shall receive educational alternatives that have related academic and intellectual value. Instruction of students unable to attend the field trip should not be lessened due to an inability to attend.
- **Health and Safety** - The health and safety of students and staff are given utmost consideration in the approval, planning and conduct of all school-sponsored trips. Staff involved in planning a field trip will include the District nursing staff in the planning process in accordance with the District nursing protocol to determine specific health/medical needs of students, the inclusion of nursing staff on the field trip, or other medical care required.

SC Policy: Student Field Trips

- **Student Behavior** - Students participating in any type of field trip are required to adhere to school rules and regulations. Attendance on school-sponsored trips is not a student's right, but a privilege. No student may attend such a trip if, in the determination of the principal or his/her designee as part of disciplinary action unrelated to a disability, the student's behavior has been so inappropriate or antisocial as to be deemed disruptive to the planned trip.
- **Supervision** - Staff from the requesting school direct the trip, and a staff member is identified as the Staff-in-Charge and is in attendance to ensure compliance with this policy.
- **Transportation** – Wellesley Public Schools uses its regular contracted bus service for most field trips. Use of vans and private automobiles for field trips without prior approval from the Superintendent of Schools, or designee, is prohibited. A field trip that proposes to use private passenger vehicles must be submitted in advance to the Superintendent of Schools, or designee, for review of the trip itinerary, driver information (license, adequate insurance coverage, liability release form, CORI, etc.) and consideration of all safety concerns with respect to the proposed transportation. The Superintendent, or designee, will make the final decision as to the acceptable mode of transportation for the field trip. Selected carriers for late night, overnight or out of state travel must be licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). Carriers with an FMCSA safety rating of “conditional” or “unsatisfactory” will not be used. Selected carriers will be prohibited from using subcontractors unless sufficient notice is provided to the district to allow for verification of the subcontractor's qualifications and safety rating. Travel itineraries must allow enough time for drivers to rest in conformance with federal hour-of-service requirements and common sense. Public transportation may also be used, subject to review and approval by the Department Head/Director and Principal, particularly with respect to number of chaperones, time in transit, and accessibility to all students.

Exchange Programs

The School Committee has established foreign exchange programs which have specific requirements and approval processes. All of the above criteria may not be applicable to these programs.

Enrichment Field Trips

An enrichment field trip is defined as attendance at contests, regional events, or other trips beyond the school grounds that is not a part of the curriculum and does not count toward meeting the time and learning requirements. While they may be valuable experiences for students, every effort should be made to mitigate the effect of enrichment field trips on time and learning.

Compliance with State Ethics Disclosure of Financial Interest

In no event shall staff members involved in organizing and/or attending an approved field trip be compensated, directly or indirectly, from any company, sponsor or others for his or her role in organizing or attending the field trip. However, the State Ethics Commission does allow for the costs of the trip for the staff member/chaperone to be covered, in which case the staff members(s)/chaperone(s) must file a Disclosure of Financial Interest Form with the School Committee and Town Clerk.

The School Committee shall first make the determination that the trip serves a legitimate educational purpose and that the benefits to the students and the education process outweigh the private benefit to the teacher, the tour company and/or the chaperones.

SC Policy: Student Field Trips

Related Definitions:

Chaperone - A person, other than a teacher and instructional assistant, age 21 or older, who accompanies and supervises the students on a field trip. A satisfactory Criminal Offender Record Information (CORI) check is required of all chaperones.

Staff - All paid school personnel.

Staff-in-Charge - The teacher attending the trip designated to ensure compliance with this policy.

Approval Criteria

The table below lists the terms used for trips of various lengths and the approval required. Note that out-of-state travel requires School Committee approval regardless of the trip length. In no case will a trip exceeding five school days be approved.

X - Approval is required by the indicated person.

Trip Length	Principal	C&I Director	Supt.	SC
Day – Within the School Day*	Academic	X		
	Non-Academic	X		
Extended – A visit extending beyond the school day but returning prior to midnight.	Academic	X	X	
	Non-Academic	X	X	
Overnight – A visit that involves overnight travel and/or an overnight stay.	Academic	X	X	X
	Non-Academic	X	X	X
Out of State – A visit that involves travel outside of Massachusetts, whether a day trip or an overnight trip.	Academic	X	X	X
	Non-Academic	X	X	X
Foreign – A visit to a foreign country.	Academic	X	X	X
	Non-Academic	X	X	X

* All field trips, longer than half of the school day, also require the approval of the Superintendent.

Approval

All foreign trips requiring School Committee approval must be received prior to the school year in which the trip is to take place and prior to making any final financial and/or contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

SC Policy: Student Field Trips

Documentation

1. The purpose of the trip including a mapping to the curriculum frameworks.
2. Proposed dates.
3. Proposed itinerary.
4. Estimated number of students expected and percentage of eligible students participating
5. Cost per student (if applicable).
6. Ratio of chaperones/teachers to students.
7. Description of transportation arrangements.
8. Description of arrangements for meals and lodging (if applicable).
9. Means of financing.
10. A draft copy of any contract associated with the trip.
11. A description of the educational alternative, and mapping of that alternative, for students not attending the trip.
12. A description of the process that will be used to determine student eligibility.
After the initial trip approval, subsequent approval documentation must include information detailing how the above trip conditions have changed since the initial trip was approved. All participating students must submit a signed parent/guardian permission form that includes appropriate authorization for emergency medical care and administration of medication. An emergency crisis plan will also be documented and provided to the Administration before the departure of any field trip.
13. Compliance with State Ethics Disclosure of Financial Interest

Restrictions

Non-School Sponsored Trips. Staff members are prohibited from soliciting privately run trips through the school system. Teachers and other school staff who privately conduct educational tours or trips must clearly state that these trips are not school-sponsored and that the Wellesley School Committee and the Wellesley Public Schools do not sanction the trip nor assume any responsibility or liability for the trip.

References:

Massachusetts Department of Education Regulations 603 CMR 27.00: Time and Learning.

M.G.L. c.71, s. 37N – Policy for School-Sponsored Student Travel

M.G.L. c.71, s.38R – Criminal Records: Checks of Application

M.G.L. (c. 268A, s. 17 (a)) – Conduct of Public Officials, Employees

Municipal employees; gift or receipt of compensation from other than municipality; acting as agent or attorney.

Revised by School Committee: February 11, 2014

Voted by School Committee: May 2, 2013



Wellesley Public Schools Voluntary School Release Form

I, the undersigned _____
(insert legal relationship to student, e.g., 'parent' 'guardian')

of _____, a minor, do hereby consent to my child's participation
(insert name of student)

in voluntary athletic or recreation programs and field trips, of the Town of Wellesley/Wellesley Public Schools.

I also agree to forever release the Town of Wellesley/Wellesley Public Schools, the School Committee, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in voluntary athletic or recreation programs and field trips of the Town of Wellesley/Wellesley Public Schools ("the Releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to my child or property damage resulting from my child's participation in the Town of Wellesley/Wellesley Public Schools' voluntary athletic or recreation programs.

I also promise to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or property damage resulting from my child's participation in the Town of Wellesley/Wellesley Public Schools' voluntary athletic or recreation programs.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my child's participation in these programs is voluntary and that my child and I are free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to allow my child to participate in the Town of Wellesley/Wellesley Public Schools' athletic or recreation programs with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage my child or I may suffer in voluntary Town/City or Public School athletic or recreation programs.

Signed: _____

Date: _____

RETURN COMPLETED FORM TO THE SCHOOL



WPS Field Trip Volunteer Driver Verification Form

Volunteer Driver Name _____

Driver's License Number _____

License Expiration Date _____
(Please attach a photo copy to this form.)

Faculty member sponsoring the trip: _____

Field Trip Destination: _____

Field Trip Date: _____

Parents/Guardians may drive students, other than their own child, IF they meet the following conditions:

_____ (1) Parent/Guardian is CORI'd by WPS. (Forms are available in the school's main office and are submitted to Valerie Spruill in Personnel for processing.)

_____ (2) Parent/Guardian confirms having car insurance. (Parent/Guardian should be informed that their insurance is the primary coverage in this circumstance.)

_____ (3) Parent/Guardian's vehicle has seatbelts for all passengers and seatbelts must be worn.

Wellesley Public School employees cannot drive students on WPS trips; they can meet the students at the destination. If a bus is used to transport students, there must be enough chaperones to monitor students on the bus.

Parent/Guardian Signature

Date

This form must be kept by the faculty member sponsoring the trip, along with the permission slip for each student.