

<i>Policy</i>	<i>Title</i> <b>FIELD TRIPS AND EXCURSIONS</b>	<i>Code</i> <b>IJOA</b>
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***HOLLISTON***

**School-Sponsored Field Trips and Excursions**

The Holliston School Committee recognizes that field trips provide students with enrichment and/or athletic opportunities as well as aesthetic and social experiences beyond what is possible in the classroom.

Field trips must be approved by the appropriate authority as specified in this policy. Documentation to request a field trip must include:

1. The purpose of the trip including the educational value and advantages to be derived from the experience.
2. Proposed inclusive dates.
3. The proposed itinerary.
4. Number of students expected to participate.
5. Cost per student (if applicable).
6. Number of chaperones/teachers.
7. Detail on expected modes of transportation and insurance, if required.
8. Arrangements for lodging and meals (if applicable).
9. Means of financing

Unless provision has been made in the annual school budget to finance the field trip, the sponsoring group is to provide its own financing. However, no student shall be denied a field trip opportunity because of financial hardship. Determination of financial hardship will be a confidential, discretionary decision of the principal.

If medications are to be administered, they will be administered in a way that is consistent with Policy JLCD (Medications – Administration of).

A permission form to be signed by parents is required which shall indicate specific approval for each student to take such a trip, and it shall further release the Holliston School Department and the Town of Holliston from any liability.

Chaperones will be required to submit to a CORI check for all field trips and excursions, and then subsequently be approved as a chaperone by the building principal.

**A. Day Field Trips**

The building principal or designee must approve day field trips, including athletic events, whether in-state or out-of-state. In addition, the Superintendent of Schools must approve all out-of-state day trips.

**B. Overnight Field Trips**

The School Committee must approve overnight field trips, including athletic events, whether in-state or out-of-state. The building principal shall make a written request for permission for such field trips at least sixty (60) days in advance of the proposed trip.

The principal shall submit completed documentation for any overnight trip to the superintendent and the School Committee.

Prior approval of the School Committee is required before plans are communicated to the students and the parents.

Overnight field trips for competitive events which are dependent on the team's ability to advance in the standings are difficult to predict and often are scheduled on short notice. Therefore, in these cases (e.g. state wrestling championship, academic decathlon finals) overnight field trips may be approved by the superintendent, provided all the above criteria have been satisfied.

**C. School Rules**

School rules are in effect during all trips/events. Any violation of school rules may result in immediate suspension of the student from the group at the discretion of the chaperones. The student's parents will then be notified immediately and the student will be sent home as soon as possible with the parents being responsible for any cost of travel. The principal reserves the right to administer further disciplinary actions upon the student's return. Seniors who have graduated and are still part of an activity/competition must also agree to comply with all school rules to the same extent as current students.

**Non-School-Sponsored Field Trips and Excursions**

Faculty members and/or parents, as individuals, sometimes conduct extended educational tours or day trips, often during vacation periods, involving the participation of Holliston students. The School Committee will neither sanction nor prohibit such activities nor assume any responsibility for them. Classroom time or other time during the school day shall not be used to promote or solicit such activities. See Notice of Non-School Sponsored Field Trips and Excursions Procedure IJOA-P.

First Reading:	December 16, 1999
Second Reading:	November 16, 2000
Third Reading:	December 21, 2000
Policy Adopted:	December 21, 2000
Policy Amended:	December 2, 2004
Legal References:	
Policy Cross Reference:	<a href="#">JLCD (Medication – Administration of)</a> ; <a href="#">ADDA (CORI Requirements)</a> ; <a href="#">JLTA (Life Threatening Allergies)</a>
Procedure Reference:	<a href="#">IJOA-P (Notice of Non-School Sponsored Field Trips and Excursions)</a>