

POLICY FAMILY	METHODS AND RESOURCES	537
<p data-bbox="269 380 321 411"><u>537.</u></p> <p data-bbox="233 449 358 579">Overnight School Sponsored Field Trips</p> <p data-bbox="237 779 355 842">Amended 5/8/96</p>	<p data-bbox="435 344 1365 510">The Shrewsbury Public Schools will sponsor trips for students only when these trips specifically relate to curriculum or extra-curricular activities of a specific school. Trips which do not relate to specific curriculum or extra-curricular activities will not be sponsored by the schools. Teachers are not permitted to solicit students for any trip that is not sponsored by the school.</p> <p data-bbox="435 548 1393 741">The School Committee shall approve overnight trips in excess of two nights upon the recommendation of the Superintendent. The Superintendent shall approve all overnight trips of two nights duration or less. The Superintendent shall approve all annual overnight trips in excess of two nights duration where the School Committee has previously voted to approve the said trip on at least two separate occasions.</p> <p data-bbox="435 779 1393 1050">Staff members proposing to take any group of students from the school for an educational or extra-curricular activities field trip are required to file such request with the department director and subsequently with the principal of the school for prior approval. A minimum of three months is required for submission of requests for approval. No solicitation of any kind or promises to students of a particular trip may be made in anyway whatsoever prior to the written approval of the department director and the building principal. The following items are required to be specifically and clearly written in the proposal:</p> <ol data-bbox="435 1087 1393 1923" style="list-style-type: none"> <li data-bbox="435 1087 1068 1119">1. Educational or extra-curricular purpose of the trip. <li data-bbox="435 1119 976 1150">2. Curriculum unit or units related to the trip. <li data-bbox="435 1150 1365 1213">3. Proposed classroom preparation for the trip and proposed classroom follow-up after the trip. <li data-bbox="435 1213 727 1245">4. Destination in detail. <li data-bbox="435 1245 1365 1308">5. Proposed dates and exact times of departure and return, including departure point and destination point. <li data-bbox="435 1308 873 1339">6. Number of students participating. <li data-bbox="435 1339 1365 1371">7. Number and names of adult supervisors and ratio of supervisors to students. <li data-bbox="435 1371 1393 1434">8. Detailed itinerary including all aspects such as guided tours, sightseeing, free time, and any related matters. <li data-bbox="435 1434 1365 1581">9. Sample form to be given parents describing trip in detail, describing school rules in effect, consequences of violation of school rules, and parental responsibility for costs of students sent home from the trip; this form must have a place for a parent's signature and must be on file at the school. <li data-bbox="435 1581 813 1612">10. Costs of the trip per student. <li data-bbox="435 1612 846 1644">11. Sources of funding for the trip. <li data-bbox="435 1644 1365 1749">12. Any prerequisite accruing to the sponsor including prizes, stipends, tips, price reductions, gifts, or any other gratuities associated with acquisition of travel and/or accommodations. <li data-bbox="435 1749 1393 1854">13. Any trip requiring travel outside the U.S. or more than one night lodging will have an evening preparatory meeting between chaperones and parents at least three (3) weeks in advance. <li data-bbox="435 1854 1393 1923">14. Parents must release the school department and employees from liability arising out of the trip. Release forms will be on file in all building principal's <p data-bbox="1105 1955 1398 1986" style="text-align: right;">Continued on next page.</p>	

offices.

15. Provisions so that all members of the class or group have a realistic opportunity to participate.

The proposal for any such trip must be signed by the faculty members proposing the trip.

Where travel requires out-of-state transport other than standard school buses, or where motel accommodations must be paid, the superintendent or his designee must receive a copy of such trip request for approval. The superintendent or his designee must procure any required services under the State Procurement Act. No perks for teachers or students will be allowed, except as specifically identified by the vendor through the procurement process.

A complete list of all participants will be submitted to the building principal prior to departure, insuring that a copy of the complete itinerary is on file at the school office. All foreign nationals will be noted for all international trips.

Adopted:
2/20/80

Revised:
4/10/91