

TYNGSBOROUGH PUBLIC SCHOOLS

POLICY

FIELD TRIP / CHAPERONES

The Tyngsborough School Committee acknowledges the important learning opportunities that present themselves with student activities which occur outside the classroom and off school campus.

PROCEDURE(S)

In order to provide a safe and healthy learning environment for all involved, the School Committee has established the following procedures to be followed.

- Signed permission slips for all students must be in the possession of the school before any student is allowed to leave the school grounds.
- Permission slips must be accompanied by a notice outlining the trip and the purposes for such trip.
- In multiple class groups, the Principal will designate in his or her absence, a “teacher in charge”.
- All trips must be adequately chaperoned. The building Principal is responsible for defining “adequate” depending upon the nature and duration of the trip.
- All overnight trips require advanced School Committee approval with detailed explanations of chaperone coverage and sleeping arrangements.
- Request for overnight trips must include:
 - Security measures taken/used by the host event.
 - Procedures on how students will get home in case of a national emergency including cost/liability.
 - Identified individual to serve as information officer.
 - Firm estimation identified of per day cost if scheduled return is delayed.
- Trips employing the use of a travel company must, first check relevant references and insure the financial stability of said company.
- All chaperones must receive a training/information session prior to departure, provided by the teacher/administrator in charge. A copy of Policy 5.20 will be distributed.
- All participants in any field trip activity must have an updated and a signed medical emergency information sheet on file with the school. The administrator/teacher in charge is responsible to insure that medical information sheets are in his/her possession before leaving school grounds.
- All chaperones must be C.O.R.I. checked.
- An updated list of all participants/no-shows will be placed in the School Office prior to departure.
- The use of vans or private vehicles for student travel is prohibited.
- References for travel company drivers and checks of all vehicles must be conducted for all late night and overnight travels.
- All carriers must be licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). All such carriers must have a safety rating above conditional.
- To the maximum extent possible, all travel should be avoided between the hours of midnight and 6 a.m.
- To the maximum extent possible, overnight travel should be scheduled on weekends or during school vacation.
- **All parties must understand and accept the financial liability that world/national events may cause the School Committee to withdraw permission at any time.**

APPROVED: FEBRUARY 10, 2004