

FIELD TRIP AND EXCURSIONS

The Westfield School Committee recognizes the value of field trips and excursions that are educationally valid and beneficial to the students. As such, it believes that appropriate trips should be developed and planned to maximize the effectiveness of these endeavors.

1. The application for a student field trip or excursion, submitted by the building principal, must include the following information:
 - * Medication plans as needed.
 - * School and teacher's name.
 - * Location and dates of trip. (Special note should be made if dates conflict with school attendance).
 - * Rationale.
 - * Projected number of students and chaperones.
 - * Mode and cost of travel.
 - * Meal and housing arrangements and costs.
 - * Projected agenda and schedule.
 - * Estimated total expenditure per student.
 - * Financing.
 - * School attendance and behavior expectations.
2. A written application for an extended field trip or excursion involving an overnight or out of state trip must be submitted to the Superintendent of Schools in a timely fashion so that it may be approved by the School Committee prior to the anticipated date of the trip.
3. Copies of the application will be distributed to the School Committee members at the next School Committee meeting. The Committee will react to the recommendation of the Superintendent of Schools on the disposition of the proposed trip. Before student fee collection may begin the School Committee must approve the application.
4. The principal will be notified in writing of the action taken by the Committee.
5. An appropriate field trip/excursion application will be developed by the central office and distributed to the schools.

For Out-of-Country Trips:

For out-of-country trips, the approval of both the Superintendent and the School Committee is required. Requests should be processed three months in advance of the planned trip. This timeframe is necessary in order to schedule a presentation before the School Committee at one of its regular meetings.

- A. Field trip procedure as outline in this administrative memorandum must be followed for all foreign trips, including formal authorization by a vote of the School Committee prior to the trip.
- B. The Field Trip Permission Form, approved by the School Committee, signed by the parent must be used and kept on file by the school. A copy of the parent permission form is attached.
- C. Travel to countries cited in the United States Department of State Travel Warning Listing shall be prohibited. Refer to <http://travel.state.gov/warningslist.html>.
- D. Chaperones shall carry the following documentation on foreign field trips:
 - Directory of addresses and telephone numbers of the U.S. Embassies and/or Consulates located in the countries being visited
 - The original of the Parental Permission Form for each student, including home telephone numbers of students.
 - Other publications appropriate to the country being visited, including those relating to safety. Refer to <http://travel.state.gov/asafetripabroad.html>.

Fundraising:

The amount of time to be devoted to fundraising activities should be reasonable and commensurate with students' obligations for homework, after-school activities and jobs.

Trip Scheduling:

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, student travel between the hours of midnight and 6:00AM should be avoided.

Adopted: May 28, 1985

Revised: December 23, 1987

Revised: May 3, 1993

Amended: April 1, 2002

Amended: May 17, 2004

First Reading: December 10, 2007

Second Reading: January 7, 2008

Revised and adopted: January 7, 2008

Cross Reference: File: JH Student Travel