

**STUDENTS AND INSTRUCTION** **5000**

**INSTRUCTIONAL PROGRAM** **5200**

**FIELD TRIPS AND EXCURSIONS** **5213**

It is the policy of the Salem School Committee that field trips are to be planned for the purpose of enhancing the instructional program. The teacher planning the field trip must submit a statement to his/her administrator explaining specifically how the field trip supports the curriculum.

All field trips require the advance approval of the principal.

Teachers facilitating field trips should notify the school nurse, at least two (2) weeks in advance in order for the nurse to determine if nursing services are necessary.

All overnight field trips (in-state, out-of-state or out-of-country) require the advance approval of the Superintendent of Schools and the School Committee. All requests for approval must be submitted in writing to the Superintendent at least 30 days prior to the scheduled departure date. Consideration for approval will be taken up at the next regularly scheduled School Committee meeting.

### **AMUSEMENT PARKS**

No field trips to amusement parks will be approved, with the exception of the senior trip and the eighth grade trip. Group competitions that are hosted at amusement parks may be considered on an individual basis by the superintendent and the School Committee.

Educationally the committee feels that, with the exceptions noted, no trip to an amusement park should be scheduled on a school day. The School Committee feels that there is little, if any academic focus on such trips.

In order to control the quality and number of field trips, the following procedures are to be followed:

### **ONE-DAY FIELD TRIPS**

The teacher planning the trip must submit a statement to his/her administrator explaining specifically how the field trip supports the curriculum. A list of students who are going on the trip must be submitted to all teachers at least two weeks before the trip. A teacher may recommend to the principal that a student be removed from the list if he or she:

Is currently in academic difficulty in the class;

Has been absent more than a reasonable number of days;

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Has been a chronic discipline problem.

All work missed because of the field trip must be made up promptly according to the school's current make-up policy as stated in the student handbook. All rules and regulations in the student handbook shall apply.

**OUT-OF-STATE/OUT-OF-COUNTRY FIELD TRIPS**

Requests for out-of-state field trips incorporating an overnight stay of a student shall be presented in writing to the Superintendent of Schools for his or her approval, and then for recommendation to the School Committee at least 30 days in advance of the scheduled trip and shall contain the following information:

- School
- Class or Classes
- Destination
- Educational objectives directly related to curricula
- Departure date/time/location
- Return date/time/location
- Number of students attending
- Ratio of chaperones to students
- Behavior contract
- Parent permission slips – received
- Medical release forms - received
- Number of buses required/name of bus company
- Cost of trip (% paid by fundraising)
- Daily itinerary and supervision plan
- Evidence of conformance to applicable statutes: Hazing Law, ADA accommodations

NOTE: Whenever possible, field trips will be scheduled so as to cause as little interruption to the students' class schedules as possible.

**SAFETY**

Students are required to wear personal protective equipment such as ski helmets when participating in activities, which may risk bodily harm.

**Approved: October 19, 2015**