

## **EXTENDED FIELD TRIPS**

The Franklin Public Schools recognizes that a properly planned, well-conducted and carefully supervised extended field trip may provide a mode of learning which is relevant, challenging and dynamic and which cannot be duplicated in the classroom or extracurricular setting.

Extended field trips are trips that require students to be accommodated overnight. All extended field trips will be scheduled after regular school hours, on weekends or during school vacations and shall not interfere with structured learning time.

Extended field trips must provide a valuable educational learning experience and be consistent with and reflect district curriculum. The Superintendent or his/her designee will be responsible for determining whether these criteria are met. The cost of extended field trips will not be the responsibility of the school district.

Teachers and other school personnel are not permitted to solicit for privately run trips through the school district and in the schools. The School Committee will review only Superintendent recommended trips. The School Committee will not review or approve trips that are privately organized and run without recommendation of the Superintendent.

Attendance on an extended field trip is not a student's right, but a privilege. All rules and regulations specified in the student handbook will be in effect throughout the trip

This policy does not apply to trips required for student participation in school-related tournament competition or contests.

### **I. Trip Approval Process for Extended Field Trips**

#### **A. Preliminary Approval**

Advisors will develop a trip proposal, which must include educational benefits/objectives and their relation to Massachusetts Curriculum Frameworks and the educational value in relation to the cost. The proposal shall be presented to the building principal and to the Superintendent for Preliminary Approval.

Preliminary approval must be granted prior to the announcement of the trip to students or parents. Preliminary approval authorizes the advisor to determine student and parent interest, to acquire cost information, and generally assess the feasibility of the trip.

B. Formal Approval

The School Committee must have approved the trip before any contractual arrangements are made or any trip-specific fundraising occurs. School Committee approval must be secured at least five (5) months before the proposed extended field trip.

**II. Finances**

Advisor(s) must use reasonable efforts to arrange for scholarships or alternative funding sources to provide an equal opportunity for students to participate that otherwise would be excluded because of financial hardship.

**III. Travel Requirements**

A. Students with disabilities shall be provided full and equal opportunity for participation in extended field trips.

B. The use of vans or private automobiles for extended field trips is prohibited. Late night or overnight trips should use commercial vendors or district transportation.

C. The Advisor(s) must ensure that all U.S. based commercial carriers used are licensed by the Federal Motor Carrier Safety Administration. ("FMCSA"). No carrier may be used for an extended field trips if the carrier has an FMCSA safety rating of "conditional" or "unsatisfactory." The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the District to allow verification of the subcontractor's qualifications.

D. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

E. The District shall abide by regulations requiring it to obtain criminal offender record information ("CORI") and fingerprinting ("CHRI") all persons who may have direct and unmonitored contact with students during extended field trips, including chaperones and persons providing transportation services.

F. If a student requires the administration of prescription medication during an extended field trip, the medication shall be administered in a manner consistent with District policy.

G. Trip cancellation insurance and travel accident insurance **must be** purchased by all participants on the trip (students, chaperones, and advisors).

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H. The Superintendent or his/her designee reserves the right to cancel any extended field trip up until the time of departure.

I. The Superintendent or his/her designee reserves the right to recall or reroute a student field trip.

Legal References: M.G.L. c.71, section 37N

Cross Reference: Franklin Public Schools Policy JLCD/Administration of Medication;  
GBAD/(CORI); GBADA/(CHRI)

Reviewed; revised: 6/15/16

### **Trip Approval Process for Extended Field Trip**

The trip advisor(s) shall submit a proposal to the School Committee providing the following information:

- a. Destination
- b. Departure/expected return dates
- c. Itinerary
- d. Summary of trip purpose/educational alignment
- e. Trip expense, inclusive of all costs
- f. Description on how the trip will be accessible to students from limited income families-fundraising plan
- g. Accessibility for students with disabilities
- h. Number of students needed to support trip
- i. Number of chaperones in attendance
- j. Method of transportation and/or travel agency/organization information
- k. Documentation that all students, advisors and chaperones will have full trip insurance
- l. Emergency plan including medical care plan including plan for to administration of medication
- m. CORI and CHRI for Chaperones (volunteers/non-school personnel)
- n. Extended Field Trip Waiver-only applicable if overnight trip

Proposal should be submitted to Principal for initial approval then forwarded to Superintendent of Schools

The Superintendent will review and present to the School Committee as an Action Item without requirement of presentation by the trip advisor.

**FRANKLIN PUBLIC SCHOOLS**  
**EXTENDED FIELD TRIP WAIVER**

**WAIVER AND RELEASE OF LIABILITY**

1. I/We, \_\_\_\_\_, as parent(s) or guardian(s) hereby acknowledge my/our knowledge of and consent to the participation in a school-sponsored trip to \_\_\_\_\_ on \_\_\_\_\_,  
Location Date  
(said trip referred hereinafter as “**the released activity**”) by \_\_\_\_\_, a  
minor child and student enrolled in Franklin Public Schools.
2. For good and valuable consideration, the sufficiency of which I/We hereby acknowledge, I/We do hereby waive, release and forever discharge **Franklin Public Schools, the Town of Franklin**, and their respective employees, agents, board members, officials, servants, volunteers, and representatives (hereinafter collectively referred to as “**the released parties**”), and others for whom **the released parties** may have legal responsibility, from and against any and all actions, claims, demands, causes of action, responsibility and liability for injuries, losses, or damages, including but not limited to personal injury, bodily injury, and/or property damage, which I/We may have had in the past, may now have, or may have in the future as a parent/guardian of said minor child arising in any way, directly or indirectly, from said minor child’s participation in **the released activity**, and any travel related thereto.
3. For good and valuable consideration, the sufficiency of which I hereby acknowledge, I/We do hereby agree to indemnify and hold harmless, including the costs of defense, **the released parties**, and others for whom **the released parties** may have legal responsibility, from and against any and all actions, claims, demands, causes of action, responsibility and liability for injuries, losses, or damages, including but not limited to personal injury, bodily injury, and/or property damage, which arise in any way, directly or indirectly, from said minor child’s participation in **the released activity** and/or any travel related thereto.
4. I/We hereby acknowledge and agree that participation in **the released activity** is completely voluntary, that the minor child and I/We are free to choose to not participate in **the released activity**. I understand that the minor child’s participation in **the released activity**, and/or any travel related thereto, may involve a risk of serious personal injury, bodily injury and/or property damage. I/We understand and acknowledge that I/We am/are consenting to the minor child’s participation in **the released activity** with full knowledge of the dangers involved therewith. I/We hereby agree, on my/our own behalf and on behalf of the minor child, to expressly assume and accept any and all risks of personal injury, bodily injury and/or property damage, with full knowledge that **the released parties**, and others for whom **the released parties** may have legal responsibility, will not be liable for any such injury or damage.

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5. I/We hereby represent that I/We am/are the custodial parent(s) and/or guardian(s) of \_\_\_\_\_ and have full legal authority to execute this Waiver and Release of Liability on behalf of the minor child, on my/our own behalf, and on behalf of my/our family as a parent and/or guardian of the minor child.
6. I/We have been advised by the Franklin Public Schools of recent and applicable travel advisories on travel for American citizens issued by the United States Department of State. We have undertaken such investigation of the effects of these travel advisories as we deem necessary. We hereby declare that the participation of the student in the released activity/trip is voluntary and undertaken with full knowledge of the risks inherent in participation in the trip.
7. I hereby agree to provide emergency contact information, medical information and insurance information regarding my child to the Franklin Public Schools as requested by Franklin Public Schools prior to my child's participation in the released activity.

I/We hereby acknowledge that I/We have had full opportunity to read and review this Waiver and Release of Liability and understand its contents. I/We execute this Waiver and Release of Liability voluntarily and freely.

**THIS IS A RELEASE OF CLAIMS AND WAIVER OF LIABILITY  
READ CAREFULLY BEFORE SIGNING**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Witness to Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Witness Print Name: \_\_\_\_\_

**Original Waiver to Office of Superintendent  
Copy to Building Principal**