

HOPKINTON SCHOOL COMMITTEE POLICY

SAME DAY FIELD TRIPS/TRAVEL

General Philosophy

The Hopkinton Public Schools often sponsors fieldtrips for students when such trips support the curriculum or extra-curricular activities of a specific school or grade. This policy includes travel by individual or small groups of students who participate in school-related events (e.g., state science fair, academic competitions, peer mediation training).

School Sponsored Field Trips

The building principal must approve all same-day field trips. This approval must be granted before trip arrangements are made. (For late night or overnight trips, consult the district's Late Night and Overnight Student Travel policy JJH.) Staff members requesting permission for a same day field trip should complete the district Field Trip Request Form, IJOA-R1.

Unless provision has been made in the annual budget to finance the field trip, the sponsoring group is to provide its own financing by charging fees or conducting fund-raising. However, no student should be denied a field trip opportunity because of financial hardship. Determination of financial hardship will be a confidential, discretionary decision by the principal.

If medications are to be administered, they will be administered in a manner consistent with the district's Distribution of Medication Policy JLCD.

The school district's Consent Form, Release from Liability & Indemnity Agreement (IJOA-R2) must be completed by the parent or guardian of all students prior to participating in the field trip. The Athletic Consent/Waiver is required for all student participation in the District's interscholastic athletic program.

Adequate chaperone coverage must be provided on all field trips and must be approved by the principal prior to the trip. Chaperones must be cleared through the Massachusetts Criminal Offender Records Information (CORI) system before being approved

Students participating in field trips must adhere to general school rules and codes of conduct. Any student who violates the rules or conduct may be sent home. In this case, the student's parent/guardian will either pick up the student from the field trip location or be responsible for any expense incurred in sending the student home. Further disciplinary action may be taken in accordance with policies governing student behavior.

Non-School Sponsored Field Trips

Faculty members, as individuals, sometimes conduct trips involving Hopkinton students. The School Committee neither sanctions nor prohibits such activities, nor assumes any responsibility

for them. All correspondence regarding such trips must clearly state that the event is not school-sponsored and that the Hopkinton School Committee and Hopkinton School District do not sanction the trip or assume any responsibility.

First Reading	October 1, 2009
Second Reading	November 5, 2009
Third Reading	
Adopted	October 3, 2002
Policy Amended	November 5, 2009
Legal References	
Policy Cross Reference	JJH – Late Night and Overnight Student Travel JLCD – Distribution of Medication
Procedure Reference	IJOA-R1 Field Trip Request Form IJOA –R2 Consent Form, Release from Liability, & Indemnity Agreement