

STUDENT FIELD TRIPS

The Sutton School District will strive to provide the opportunity for all students to participate in appropriate educational programs away from school.

Students must submit a signed parent/guardian permission form, including appropriate authorization for emergency medical care and administration of medication for all trips. Forms must be held for the period of time recommended by the school department's insurance carrier.

The building Principal must approve all day trips in advance. Requests for approval of day trips will be submitted on a form approved by the Superintendent.

In acting on a request, the Principal will consider:

- The enrichment value of the trip in relation to its cost,
- The availability of scholarships, where needed,
- Grade level appropriateness,
- Adequacy of teacher/volunteer supervision,
- Learning opportunities for students not participating, and
- Such other factors as may, in his/her judgment, be pertinent.

All overnight trips and trips requiring travel between midnight and 6:00 a.m. must be approved in advance by the School Committee. Trip sponsors are responsible for ensuring that all necessary forms and supporting documentation are available to the Committee.

The Committee will take into account all logistical details of the trip, including:

- Transportation,
- Accommodations,
- The enrichment value of the trip in relation to its cost,
- The fundraising required of students, and
- The availability of scholarships, where needed.

With the exception of the senior class trip, no fundraising may take place until the School Committee approves the trip.

The minimum procedures for planning transportation, trip scheduling, fundraising, and student supervision for an overnight or late night trip are included in JJH R-2. At least ten (10) days before the trip is to begin, the trip sponsor must provide documentation, satisfactory to the Superintendent or his/her designee, that these procedures have been followed.

The School Committee's approval of any trip is always contingent upon the receipt of this documentation and failure to provide it in timely fashion will automatically cancel its approval for the trip.

The longstanding tradition of the senior class trip will be allowed provided students' time on learning requirements are met. Group fundraising for this trip may begin during the freshman

year of high school for the respective class. All Field Trip Procedures in JJH R-2 must be followed in planning this trip.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.