

## FIELD TRIPS

Field trips by student groups must have the approval of Building Principals and the Superintendent ~~or designee~~ on a form provided for this purpose.

There ~~will~~ **shall** be at least **two** chaperones on all field trips ~~unless waived at the discretion of the building principal~~. The chaperone to student ratio ~~will~~ shall not exceed one to fifteen. All chaperones shall consent to a Criminal Offender Record Information (CORI) check which must be completed prior to the field trip. ~~must be CORI'd~~.

Overnight trips must have the approval of the School Committee; ~~with~~ taking into consideration ~~of the student to chaperone ratios, in relationship to the accommodations, distance, number of rooms, location and duration of the field trip~~. All chaperones ~~must~~ shall be complete a CORI'd and SAFIS (Statewide Applicant Fingerprint Identification Services) ~~fingerprinted~~ check prior to the field trip.

Supervision of students is the ongoing responsibility of those chaperoning the trip and will be maintained in a manner consistent with building policy ~~and the student handbook~~.

Students who participate in a school sponsored field trip must have written approval from the parent or guardian.

The Building Principal ~~will~~ **shall** be responsible for ~~informing~~ **ensuring that** parents ~~or guardians receive in writing~~ **written** the details of any school sponsored field trip ~~for their child's class, including the fact that students are providing transportation with their own vehicles~~.

~~Teachers~~ **School employees** may use school facilities to organize non-school-sponsored trips—subject to approval of the Superintendent and the School Committee. ~~Teachers~~ **School Employees** using school facilities for such purposes must inform parents in writing that the trip is not school sponsored. No materials will be distributed within the schools without the prior approval of the Superintendent. The material must include a disclaimer that the trip is not sponsored or approved by the Weymouth Public Schools or the Weymouth School Committee; ~~however the student Code of Conduct will be consistent with the WPS handbook policies and procedures~~.

Parents should exercise careful scrutiny of non-school sponsored trips as the School Committee and Administration shall not be held responsible/liable for such trips. ~~The School Committee and the Administration assume no responsibility for non-school sponsored trips. Parents should exercise careful scrutiny of non-school sponsored trips~~.

CROSS REF: IJOC School Volunteers

FIRST READING: 12.15.16

Date: