

Medway Public Schools
Medway, MA

SCHOOL COMMITTEE POLICY

Policy # 59

Policy on Student Travel

All student trips which include late night, out-of-state, or overnight travel must have prior approval of the school committee. Initial approval by the school committee is required prior to the distribution of any informational materials on the trip to students and parents and before engaging students in fundraising activities. The school committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed and all logistical details have been provided to the school committee, including, but not limited to: list of students; list of chaperones; itinerary; travel agency current certificate of insurance; name of ground transportation company; ground transportation current certificate of insurance; list of hotels at destination; list of medical assistance at destination; verification of completion of consent form and release from liability and indemnification from all student participants, and confirmation of non-school staff CORI and fingerprinting.

The use of vans or private automobiles is not permitted; only commercial motor coaches should be used for all travel purposes.

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.

First Reading: **July 13, 2004**

Adopted: **August 5, 2004**

Revised: **February 4, 2016**