

Saugus Public Schools
Consent for Field Trip Participation

Student Name: _____ Grade: _____ Room _____

School: _____ Date of Birth: _____

Field Trip: _____

Date of Trip: _____ Sponsor(s): _____

We, the father and mother or guardian of the above named student, agree to his/her participation in the field trip identified above. Furthermore, we recognize that the Code of Conduct currently in place in this school will be enforced as part of this trip. Finally, we recognize that there may be certain academic and/or behavioral requirements for participation in this or future trips and that all participants must meet these requirements to take part in school sponsored field trips.

Parent/Guardian Signature: _____

Relationship: _____

Student Signature (Grades 6-12 only): _____

Home Address: _____

Daytime Telephone: _____ Evening Telephone: _____

Cell Phone: _____

I, _____, agree to comply with all rules and regulations set forth by *[name of teacher/sponsor]*, Saugus High School, and the Saugus Public Schools during the entire trip to and from *[name of foreign country]* and during the entire stay in said country.

In addition, I understand that there is to be no drinking of any alcoholic beverages, and I agree to comply with this regulation.

Signature of Student: _____

Signature of Parent: _____

Date:

* * * * *

My son/daughter, _____

I further agree that if my son/daughter does not conform to the above regulations and all other regulations set forth and enforced by *[name of teacher/ sponsor]* will receive, at my own expense, a telephone call informing me of my son/daughter's behavior.

Signature of Student: _____

Signature of Parent: _____

Date:

SAUGUS PUBLIC SCHOOLS

Field Trip Cancellation Release and Agreement

The Saugus Public School District will sponsor foreign trips. The principal, superintendent, and school committee, in accordance with specifics set forth in this policy, must approve all school-sponsored foreign trips.

- 2_ The Saugus School Committee reserves the right to cancel foreign trips up to departure and recall trips in progress, if they believe there is a potential danger to students or for any other reason deemed appropriate by the School Committee
3. In the event that a trip must be cancelled, the School Committee will endeavor to make the decision at the earliest date possible.
4. Parents may lose any and/or all of the funds expended for the trip.

I affirm that I have read the above Release and Agreement and understand that the School Committee reserves the right to cancel or recall a school-sponsored foreign trip. I acknowledge and affirm that I may lose any and/or all of the funds expended for the trip. I agree to release the Saugus Public Schools, its agents and employees from and not to hold such parties responsible for and instead to hold such parties harmless with respect to any loss of funds resulting from the recall or cancellation of any school-sponsored foreign trip.

Signature of Parent or Legal Guardian _____ Date

Note: It is strongly recommended that parents purchase trip cancellation insurance.

SAUGUS PUBLIC SCHOOLS

Notarized Affidavit for Overseas Travel

I / We _____ hereby state that
Print name(s)
this Affidavit is for the purpose of allowing our minor child to travel without us on an overseas trip as follows:

Destination(s)

Dates

Chaperone(s)

Student's name

Passport #

Parent / Guardian name(s)

Street Address

City / State

Telephone

Cell Phone

Signed under the penalties of perjury this _____ day of _____ Year
Day Month

Parent I Guardian signature(s)

Notarization Section:

On this _____ day of _____, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which was / were _____ to be the person whose name is signed above, and swore or affirmed to me that the contents of the document are truthful and accurate to the best of his I her knowledge and belief.

Signature of Notary Public

My Commission Expires

Place notary seal Above

* This form is not necessary if travel is arranged by using an educational tour company which provides for this coverage. A copy of such coverage shall be provided to the Superintendent upon application.

I, _____, parent/guardian of _____ student of Saugus High School, and enrolled on the [year] trip to [name of country], give permission to the teacher/sponsor of said trip, [name of teacher sponsor] to use my American Express, Visa, or Master Charge credit card, in case of emergency, at his/her discretion, and after a reasonable attempt has been made to contact me.

Card Name: _____

Card Number: _____

Expiration Date: _____

Issued to:

The above information will be used to cover damages incurred by my son/daughter, while in [name of country] and during the trip to and from said country.

Furthermore I take responsibility for the return of my son/daughter to United States, at my expense, to be charged to the above account, should his/her conduct become intolerable in the judgment of the teacher/sponsor.

I also understand that the above information will at no time or under any circumstance be used for my son/daughter's personal expenses. Said information will remain ONLY in the hands of [name of teacher/sponsor].

My son/daughter is well informed of all the above stipulations and agrees to comply with all its regulations.

Signature of Student: _____

Signature of Parent (Guardian): _____

Date: _____

SAUGUS PUBLIC SCHOOLS
Saugus, Massachusetts

Field Trip Justification Form
Overnight Field Trips
Foreign Field Trips

Please submit form at least six (6) months prior to trip.

This form must be used to request approval for overnight and foreign field trips. Please refer to the School Committee policy regarding "Field Trips" for guidelines regarding the approval process, number of chaperones required, student funding, and other important issues.

Students should not miss more than three (3) consecutive school days.

Sponsor(s): _____

School: _____

Date(s) of Trip: _____

Specific Destination: _____

1. Describe the connection to the district curriculum Subject

Area(s):

Standard(s) (Please # standards by subject area as reflected in the Saugus Curriculum.)

Content Outcomes(s):

2. Destination/Activity: What will students do on this trip? If possible, please attach specific itinerary.

3. Pre-field trip activities:

4. Post field trip activities:

5. Chaperones (list if possible) Overnight: 1 Adult to every 8 students

	<u>CORI</u>
<u>Name</u> _____	Yes / No

6. Registered Nurse: Name:
(If any)

7. Date of Parent Meeting Prior to Trip:

8. a. Cost per pupil:

b. Cost per chaperone:

The sponsor(s) of this trip have read the School Committee policy regarding "Field Trips" and agree to abide by all guidelines included in this policy.

Sponsor(s) Signature: _____ Date: _____

Principal(s) Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

School Committee Approval Date (if necessary): _____

Permission is hereby given by the undersigned for the Saugus High School student _____ to take part in the trip to *[name of country]*, scheduled from *[month/day]* to *[month/day]*, *[year]* with chaperone *[name of teacher/sponsor]* and prepared by *[name of tour organization]*. In consideration of the students being included in the trip, which is hereby acknowledged as valuable consideration in relation to these agreements, we expressly agree that:

- a. Any and all duties and accountabilities of said chaperones in connection with the trip are those of their professional arrangements with Saugus High School, and are not otherwise or with anyone else, and are not expected to be more than of a professional instructional nature, or to involve supervision which is not customary in furnishing services of that nature;
- b. *[name of teacher/sponsor]* will not be held responsible for, and will instead be held harmless in respect of:
 - 1) Any and all claims and/or action for acts of negligence or intentional or other wrongs, including those associated with accused uses of drugs or alcohol on the part of the students, and
 - 2) Any loss, injury or harm of any kind which students may suffer, whether resulting from the student's own negligence or those of anyone else in connection or otherwise with the program and the trip;
- c. In the event of illness of or injury to that student in connection with the trip, the chaperones are granted full authority to take whatever action they may be willing to provide and may believe to be warranted with regard to related health, safety and medical care, and/nor will have any liability whatsoever for any expenses, damage or injury of any kind resulting from or involving such an action whether incurred or caused by other participants and/or by any others; and
- d. *[name of teacher/sponsor]* is held harmless, and will not have any action or legal proceeding of any kind instituted against him/her by or on behalf of any interest of any or all of us, and this agreement will provide a full defense in respect of any such action or proceeding of any kind and in respect of any/or all claims, demands, causes and the like which may at any time hereafter be asserted in any connection with this trip to *[name of country]*.

Signature of Student: _____

Signature of Parent (Guardian): _____

Date: _____

I, _____, student of Saugus High School and enrolled in the [year] trip to [name of country], under the tutelage of [name of teacher/sponsor] agree that for the duration of the trip and during the voyage to and from [name of country] I will assume total responsibility for my actions specifically concerned with the respect and regard of property that does not belong to me.

I will NOT take ownership of any item that is not mine, has not been paid by me, and does indeed belong to any hotel, restaurant, public building, and/or any person that I come in contact with.

I further agree that I shall pay any damages incurred by me, intentionally or otherwise, to the proprietor of such items. I understand that the group and the chaperones are at no time responsible to give me financial aid towards such matters.

I have discussed this with my parent(s)/guardian(s) and we are in agreement with the above stipulations

Signature of Student: _____

Signature of Parent: _____

Date: _____

FIELD TRIPS & FOREIGN (OUT-OF-COUNTRY) TRIPS

The term "field trip" includes all student trips, connected with the school and/or school district, except those where students are representing the school or school district in an organized event (e.g., athletic contests, band performances at parades, DECA competitions) However, this policy applies to all trips where students will be away overnight. Approval of a proposed trip must be granted prior to the distribution of informational materials to students or parents.

One Day (including less than full-day) and Overnight Trips

Purpose

School field trips provide an opportunity to enhance, strengthen and complement the classroom or grade level curriculum. Normally, field trips must have as their goal the enhancement of student knowledge and skills, as well as having a direct relationship to the adopted curriculum of the district. However, some field trips designed as recreational in nature may be approved at the discretion of the Superintendent.

Field trips must not interrupt with the overall academic program of the school due to repeated teacher and/or student absences.

Cost Guidelines

School-sponsored field trips shall not be approved unless maximum efforts are made to assure that no student is denied the opportunity to participate in a field trip because of the inability to pay.

Range of Field Trips

Field trips should not be repeated during the student's Pre-K through 12 experience unless the program is uniquely designed for specific grades, age groups or student interest (i.e., Museum of Science, Museum of Fine Arts, Symphony, etc.). The district administration will review and coordinate all field trips.

Students should be adequately prepared for all field trips. It is the responsibility of sponsor(s) to insure that the purpose of the trip and student expectations for learning are set forth and understood by those participating in the field trip.

Approval of Field Trips

All one day field trips must be proposed to and approved by the appropriate Principal and Superintendent at least one (1) month prior to the trip, using the "Field Trip Justification Form." The School Committee and/or Superintendent reserve the right to cancel A ONE-DAY trip if serious safety considerations arise.

Any field trip longer than a day trip must be proposed to and approved by the School Committee, with the recommendation of the Superintendent, at least six (6) months prior to the trip, using the "Field Trip Justification Form." Normally, students should not miss more than three (3) consecutive school days for any field trip. The School Committee and Superintendent must approve exceptions to this guideline. The School Committee and/or Superintendent reserves the right (a) to cancel trips up to departure, and (b) to recall trips in progress, if they believe there is a potential danger to students or any other reason deemed appropriate by the School Committee and/or Superintendent. In the event that the School Committee and/or Superintendent must cancel or recall a trip due to safety concerns, the School Committee and/or Superintendent will endeavor to render the decision at the earliest date possible.

To the extent possible, overnight field trips will be scheduled during vacations and weekends in order to minimize the loss of class time. Students not attending field trips must attend classes. If classes are not held during the trip, the school will plan appropriate alternative activities.

The central administration, in conjunction with building principals, will maintain a master calendar of field trips for the school year.

Role of Sponsor(s)

At least one (1) of the field trip sponsor(s) must be a faculty member or an administrator of the School District. The sponsor(s) are responsible for attending the trip, as well as ensuring adherence to all district policies and school rules. Further, the sponsor(s) are responsible for maintaining appropriate communication with district and building administrators, parents and students.

Sponsors should ensure that all chaperones have some identified method of communicating with one another while on field trips.

Role of the Chaperone(s)

A satisfactory Criminal Offender Record Information (CORI) check is required of all chaperones and adults attending/participating in the trip.

Chaperones are expected to observe all school rules and school committee policies while on a one day or overnight field trip. During overnight trips, the sponsor(s) must ensure that any area where students are housed is overseen by chaperones or security personnel during the entire overnight period.

Chaperones are required to adhere to all school committee policies, including but not limited to: Staff conduct, drug and alcohol policy and harassment policy.

Chaperones and sponsors should wear some form of identification so that they are easily identifiable to students. Further, students should not be left unsupervised while on field trips.

Student/Chaperone Ratio

Chaperone ratios for field trips will be no less than one (1) faculty member/administrator to every ten (10) students. Overnight trips must have a chaperone ratio of no less than one (1) faculty member/administrator to every eight (8) students. Unless an educational tour company is being utilized whose chaperone ration policy exceeds that of the Saugus Public Schools. In all cases, at least two (2) chaperones must participate (preferably one male and one female. The intent of this is to ensure a gender appropriate/balanced ratio).

Trip Preparation and Expectations

The sponsor(s) of overnight trips must meet with all students participating in the trip and their parents to review expectations, itinerary, procedures, security provisions, rules and regulations, and other pertinent topics. All school rules and disciplinary consequences outlined in District policies, the school's student handbook, and the staff handbook will be in effect for students and chaperones on the trip. Parents will be asked to sign a contract indicating that they understand and agree to all rules for the trip before students will be permitted to attend.

Parents will be responsible for any medical expenses incurred on the trip or expenses relative to a student having to return early because of a serious violation of a school rule or host country law.

Based on past behavior or special circumstances, the administration may refuse to allow a student to participate in a one-day or overnight field trip.

The sponsor(s) of the overnight trip will schedule sufficient meetings and activities to adequately prepare students and parents for the trip experience. Recognizing that there may be extenuating circumstances, students who do not attend these meetings with their parents may not be permitted to go on the trip.

Administration of Medication on Field Trips

Parent and/or legal guardians will receive a copy of the school district's policy regarding the Administration of Medications as it pertains to field trips in advance of the trip as part of their trip materials.

Overnight Trips

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should be avoided. Such trips should generally use commercial motor coaches.
2. Trips planned to include late night or overnight student travel should involve pre-trip checks of companies, drivers and vehicles.
3. School Officials will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has an FMCSA safety rating of "Conditional" or "Unsatisfactory."
4. The contract with the carrier will prohibit the use of a subcontractor unless sufficient notice is given to the school district to allow verification of the subcontractor's qualifications.
5. Overnight accommodations should be made in advance with student safety and security in mind. Unless otherwise approved by the School Committee and Superintendent, no students will be permitted to travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.
6. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour's of-service requirements and common sense.
7. CORI checks are required for bus drivers who do not regularly work for the school district.

Foreign (Out-of-Country) Trips

Purpose

Foreign field trips (not foreign exchange programs) provide an opportunity to enhance and strengthen students' awareness and understanding of other cultures, peoples, language and geography. As we increasingly become a global community, foreign trips raise students' awareness of the interdependence of countries and people around the world.

Cost Guidelines

Students and their parents pay for the cost of foreign trips. All foreign trips are completely voluntary. No student will receive extra credit or special grading considerations for attending, or not attending, a foreign trip.

Approval Process

All proposed foreign trips must be proposed to and approved by the School Committee, with the recommendation of the Superintendent, at least six (6) months prior to the trip, using the "Field Trip Justification Form." The School Committee and/or Superintendent reserves the right to (a) cancel trips up to departure, and (b) recall trips in progress, if they believe there is potential danger to students or other reason deemed appropriate by the School Committee and/or Superintendent.

In the event that a trip must be cancelled, the School Committee and/or Superintendent will endeavor to make the decision at the earliest date possible.

Parents/Legal Guardians will be required to affirm that they have read the Consent and Release Form and understand that the School Committee and/or Superintendent reserve the right to cancel or recall a school-sponsored field trip. The parent/guardian will sign to acknowledge and affirm that he/she may lose any and/or all of the funds expended for the trip.

Foreign trip justifications must include the relation to the school district curriculum, appropriateness of the experience and safety considerations.

Length of Field Trips

Normally, the major portion of the foreign trip should occur during school vacations. Students should not miss more than three (3) school days. The School Committee must approve exceptions to this guideline.

Number of Foreign Field Trip

Normally, the number of foreign trips will be limited to three (3) per school during any school year. The School Committee must approve exceptions to this guideline.

Role of Sponsor(s)

At least one (1) of the foreign field trip sponsor(s) must be a faculty member or administrator of the School. The sponsor(s) are responsible for attending the trip, as well as ensuring adherence to all district policies, school rules and school committee policies. Further, the sponsor(s) are responsible for maintaining appropriate communication with district and building administrators, as well as parents and students.

Student-Chaperone Ratio

Chaperone ratios for foreign trips will be no less than one (1) adult for every ten (10) students. In all cases, at least two (2) chaperones must participate, preferably one male and one female to ensure a gender appropriate/balance ration.

A satisfactory Criminal Offender Record Information (CORI) check is required of all chaperones and adults attending/participating in the trip, prior to chaperoning any foreign field trip.

Chaperones are expected to observe all school rules and all school committee policies while on a foreign field trip. The sponsor(s) must ensure that chaperones or security personnel oversee any area where students are housed during the entire overnight period.

Chaperones are expected to adhere to all school committee policies, including but not limited to: staff conduct, drug and alcohol policy and harassment policy.

Trip Preparation and Expectations

The sponsor(s) of the foreign trip must meet with all students participating in the trip and their parents to review expectations, itinerary, procedures, security provisions, rules and regulations, and other pertinent topics. All school rules and disciplinary consequences outlined in District policies, the school's student handbook, and the staff handbook will be in effect for students and chaperones on the trip. Parents will be asked to sign a contract indicating that they understand and agree to all rules for the trip before students will be permitted to participate.

Parents will be responsible for any medical expenses incurred on the trip or expenses relative to a student having to return early because of a serious violation of a school rule or host country law.

Based on past behavior or special circumstances, the administration may refuse to allow a student to participate in a foreign trip.

The sponsor(s) of the field trip will schedule sufficient meetings and activities to adequately prepare students and parents for the trip experience. Recognizing that there may be extenuating circumstances, students who do not attend these meetings with their parents may not be permitted to go on the trip.

Administration of Medication on Field Trips

Parent and/or legal guardians will receive a copy of the school district's policy regarding the Administration of Medications as it pertains to field trips in advance of the trip as part of their trip materials.

If a student requires medications during the planned time frame for a school day field trip, staff may be requested, but not required, to administer said medications. If the staff is unwilling to administer medication, then the school may ask for parent participation in the field day to assist with administering medications. If the parent does not attend the event and staff is unwilling or unable to administer medication, the school shall provide qualified medical assistance to accompany the student. The principal or superintendent may request a certification from a doctor to verify that a student is able to participate in a field trip.

SAUGUS PUBLIC SCHOOLS
FOREIGN FIELD TRIP
STUDENTS RULES OF BEHAVIOR

1. Students are subject to the complete authority of the teacher/chaperones and the host families. The rules and regulations of Saugus High School and the Saugus Public Schools apply at all times.
2. Given the nature of the exchange, where students will be guests of host families in *[name of country]*, each participant **MUST** understand that proper behavior and maximum courtesy is **DEMANDED** of all. Everyone will abide to the rules and regulations set forth by the host families, host school(s), and teacher/chaperones in regards to everything (language, dress code, schedule, personal compartment, etc...)
3. The teacher/sponsor and the host families, according to the plans, will establish the nightly curfew for each evening. Students are expected to comply with the indicated time and be considerate of noise while in the house and especially at night.
4. Students are not permitted to change their assigned host family. Under **VERY** special circumstances, **ONLY** the teacher/sponsor, if necessary, will make a change.
5. Students are to respect the property of others. The student is responsible for any damage to or misappropriation of property. Payment of any damage will be the responsibility of the individual student and **NOT** the group. Decisions concerning damages will be made by teacher/chaperones and **NOT** by students.
6. Students must pay for telephone calls and any other incidental expenses incurred at the home. *[Name of teacher/sponsor]* encourages students to buy a calling card in *[name of country]* and use such card from any public phone.
7. Students must check with the teacher/sponsor about each day's wake up call and activities for the coming morning. If more time is required to ready oneself before breakfast, it is the responsibility of each group of roommates to set an earlier wake up call. An alarm clock per room is suggested!
8. Students must be on time for all scheduled activities. Tardiness results in inconveniencing others, missing planned activities, and in some case financial loss. A student that misses an activity because of tardiness will be reprimanded severely by the teachers.
9. Students must present themselves for each meal according to the arrangements made with the host family. The teacher/sponsor and the family should know beforehand of any dietary problems or limitations and will try to make adjustments whenever possible. At the table each student is expected to behave well and accept the food served with grace.
10. Students are not permitted to drink alcoholic beverages.
11. Students are expected to participate in all planned group activities. The only excuse for absence from an excursion or activity is illness. Anyone who is too sick to participate in a scheduled activity with the group will also be considered too ill to take part in any free time, shopping or evening plans. Such student will have to agree to stay at home for the day!

12. Students are NOT permitted to go off unaccompanied. Free time provides an opportunity for independent activities and the pursuit of personal interests. However, students must engage in these activities with their host and/or groups of THREE or FOUR and never alone! When not with the host family the teacher/chaperones MUST be told where, when, why and with whom the group is going and the precise time the group will return to the homes.
13. Students may NOT go out at night unless accompanied by the teacher/chaperones and/or a host family member.
14. Students MAY NOT operate or ride any motorized vehicle, car, scooter, motorbike, boat, etc., regardless of consent or approval of anyone.
15. Students are warned that carrying or using drugs in all foreign nations is an offense that is punished by immediate imprisonment. *[Name of teacher/sponsor]* and/or any other people connected with the exchange are IN NO WAY responsible for helping any student who so violates the law. The teacher/chaperones WILL NOT intervene towards the defense or release from a drug offense. All required medication must be so labeled and carried in their pharmaceutical container AND, prior to departure, the teacher/sponsor must be provided with a written list of medications and told of their use.
16. Students are expected to take care of their own passport. It is recommended that a copy of the passport be carried at all times for identification. Teacher/chaperones cannot be responsible for the loss or replacement of this document. There is a high fine for reentering the USA without a proper passport.
17. Students are to take care of their own spending money. Although the teacher/chaperones and host family will be happy to give the students advice, they can't be responsible for the loss or misappropriation of the students' spending money. Each student will be expected to carry at least enough money for daily food and drinks.
18. Upon return to the USA each traveler will have to undergo custom examination. The students are responsible for their individual declaration and payment of custom duty tax.
19. Students are expected to show consideration and respect for their fellow students, teachers, tour leaders, guides, bus drivers, hotel, and restaurant staff. They are visitors in someone else's home. As such they are to treat everyone they meet with respect and good manners.
20. Parents and the students enrolled on the trip MUST UNDERSTAND that because of any breach of discipline each student may be expelled from the program. He or she will be returned to the USA, at the decision of the teacher/sponsor, unaccompanied, alone, and at the expenses of the parents.