

## Class and School Trips

All student trips sponsored by the Belmont Public Schools shall be designed to supplement and enrich the educational program. All trips shall be submitted to the building Principal for approval. Overnight trips of any duration must be approved by the Superintendent. Out of country trips must be submitted to the Superintendent for approval by May 15 of the year prior to the trip, and to the School Committee for approval at its next regularly scheduled meeting after May 15. In country trips involving a stay greater than four (4) days during a school year must be approved by the Superintendent by October 1 of the applicable year. The Superintendent has the discretion to alter the time frame for trip approval when s/he determines that circumstances warrant such alteration. The Superintendent will inform the School Committee of any such alteration.

Planning for all trips must provide adequate safety provisions and appropriate levels of supervision. Students who do not participate in curriculum based trips that take place during the regularly scheduled school day shall be provided with alternate instructional activities. No student shall be denied access to a curriculum based trip that take place during the regularly scheduled school day on the basis of cost.

The Superintendent may cancel, reschedule or alter a student trip whenever s/he determines in his/her sole discretion that such cancellation, rescheduling or alteration is required in order to protect the safety and welfare of the students.

Teachers or other school staff who privately conduct educational tours or trips, or are employed by any other person or company that privately conducts trips may not solicit students for any such trips through the school system.

The Superintendent shall develop procedures to implement this policy. This policy, and all procedures established to implement it, shall comply with all applicable Federal and State laws and regulations.

Legal references:

MGL 71: 37N

Massachusetts Department of Public Education Model Policy (December 17, 2003)

Adopted 3/31/10