



Weston Public Schools
In-State Field Trips

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	In-State Field Trips	Revised Date:	August, 2016
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Policy Statement: WPS provides educational field trips to enhance the classroom experience.

The purpose of the In-State Field Trip guidelines and forms is to outline the business aspects teachers are required to comply with when planning and carrying out an educational field trip.

Completed By:	Faculty Member Proposing Trip	Reviewed By:	Supervisor
Approved By:	Building Principal	Entered By:	N/A
Form Title:	In-State Field Trip	Estimated Time Frame:	30 days

Process for Completion:

The Weston Public Schools have created in-state field trip guidelines. Since trips off-site can expose students to hazards not normally encountered in the classroom, prior approval of the trip is required. Financial management is important to ensure fees are determined accurately, revenue is collected and accounted for appropriately, and payments are made in a timely manner.

In addition to the guidelines, forms have been created to ensure consistency across the district. The forms include:

- In-State Field Trip Request Form
- In-State Field Trip Deposit Form
- In-State Field Trip Permission Form
- Field Trip Planner Rates (transportation costs)
- In-State Field Trip Fee Calculation Sheet (SY'16-17, SY'17-18 and SY'18-19)

Although a chaperone's role may be defined differently based on the nature and location of the trip or differences in teacher needs, a chaperone provides support to the classroom teacher. Chaperone training is encouraged to ensure expectations are known. All chaperones must have an active CORI on file.

For additional information, please contact:

Name:	Cynthia D. Mahr	Email:	mahrc@weston.org
Phone:	781-786-5230	Fax:	781-786-5279

External URL:	www.westonschools.org
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Weston School Committee Policy:	Field Trips, IJOA; Revenue from Nontax Sources, DF; Payment Procedures, DK; Case and Personal Property in School Buildings and Grounds, DM
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Weston Public Schools In-State Field Trip Guidelines

What is a field trip? A field trip is a trip by students to gain firsthand knowledge away from the classroom, as to a museum, factory, geological area, or environment of certain plants and animals¹.

Why plan a field trip? Field trips can be an important part of the educational experience for students; increasing student knowledge or understanding of a subject. Field trips provide an opportunity to make available information that can be hard to convey in a classroom. Firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning.

Successful field trips require careful pre-planning. These guidelines have been developed to guide teachers through the business aspects of planning and carrying out a field trip.

Field Trip Request Process:

Since trips off-site can expose students to hazards not normally encountered in the classroom, prior approval of the trip is required. When planning a trip, please consider all possible Americans with Disabilities Act (ADA) concerns and reasonable accommodations including alternate assignments for those students unable to participate. In addition, accommodations to English language learner students may be required to ensure appropriate access to the field trip.

The process begins with a request form and back-up materials.

Field Trip Request Form:

The building principal must approve of all in-state field trips prior to booking the trip and/or advertising to parents. The request form should be completed at least 30 days before the expected date of the trip. In the event that 30 days' notice is not practicable for a field trip request, the sponsoring teacher shall submit the form as soon as possible. The applicable building principal may, in their discretion, review and approve the late request, as appropriate.

A detailed itinerary should be attached to the form as well as information about the venue and its connection to the curriculum.

Prior to submitting the form to the Principal, the teacher must discuss the trip with the School Nurse and identify any potential medical concerns and/or need for a nurse on the trip.

If students will be out of the building during lunch, please notify the Food Service Director. A packed lunch can be accommodated if sufficient notice is provided to the Kitchen Manager.

¹ Definition from Dictionary.com.

Field Trip Cost Calculation Form:

The cost calculation sheet is designed to assist a teacher in determining a per student cost for the field trip. Costs should not be overstated; field trips should not result in surplus funds. If there is a shortfall in the final expense of the trip, please contact Cindy Mahr (extension 5230) for assistance.

Calculating Transportation Costs:

We recommend parents not drive students to or from a field trip site. All transport should be done through the WPS Transportation Department. Article XXII of the Weston Education Association 2016-2019 contract states: Teachers will not be required to drive pupils to activities which take place away from the school building. Teachers may do so voluntarily, so long as the following conditions are met:

- A. The activity has the approval of the Superintendent.
- B. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of at least \$100,000 per person and \$300,000 per accident.
- C. The parents of the students being transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

Indemnification of a teacher for any damage, over and above the amount of insurance held by the owner of the vehicle, from accidents or claims related to a teacher's transport of a student shall be in accordance with the relevant provisions of Massachusetts General Laws as most currently amended, or any other applicable provision of the law.

When planning a field trip, please contact the Transportation Office to reserve a bus and review the anticipated costs. The Transportation Department will need the following information:

- Date of proposed field trip (rain date, if applicable);
- Departure location and time of day;
- Destination and anticipated length of stay;
- Return time;
- Number of riders (students and chaperones); and
- Payment method (check from Student Activity Agency Account or Revolving Fund).

During the school year, field trips cannot begin before 8:30 AM and must return by 2:00 PM due to busing needs of the district.

Busing costs can be challenging to forecast. To assist with this aspect of the calculation, the following costs will be determined off of the Field Trip Planner:

- Mileage (\$2.00/mile x miles on the sheet);
- Tolls (if listed on the sheet); and
- Driver rates (applicable hourly rate x number of hours).

The only variable is the total cost of the driver's salary. The individual who booked the trip will be charged for 30 minutes prior to departure and 30 minutes after return to the school in addition to the total number of hours away from the school. This additional time is needed for drivers to conduct required pre and post trip inspections of the bus.

Collection of Fees:

If the field trip is within Weston (i.e. Golden Ball Tavern), the cost of transportation should be paid for by the school (grade / department) budget.

If the field trip costs are less than \$5.00 per student, a school can collect the fees by a personal check. Collection of cash should be avoided.

If the field trip costs exceed \$5.00 per student, on-line payments are expected. To create an on-line payment option, please contact Ashley Lopes (extension 5236). A personal or bank check is an alternative option. Collection of cash should be avoided.

Daily deposits:

Checks collected by the classroom teacher are turned over to the administrative assistant in the main office on a **daily** basis. The administrative assistant and the classroom teacher will count the funds to ensure both agree on the amount. The administrative assistant will send the funds to the Bookkeeping Office on a **daily** basis. If cash or checks must be held overnight in the school, they must be locked up in the Main Office safe. No check may be held in a classroom. The deposit form requires the following information:

- Classroom teacher's name;
- Grade level;
- Name and date of field trip; and
- Amount of deposit.

The funds sent to the Bookkeeping Office will be deposited to the Field Trip Revolving Fund account:

<u>School Name:</u>	<u>Account:</u>
Country School:	240-5604
Woodland School:	240-5605
Field School:	240-5606
Middle School:	240-5607
High School:	240-5608

At the Field, Middle and High Schools, funds can be deposited into the Student Activity Agency Fund for payment. If you are unsure of which account to use, please contact Cindy Mahr (extension 5230).

Payment to Venue (Field Trip Revolving Fund):

Three weeks prior to the date of the field trip, a requisition should be entered against the Field Trip Revolving account (account codes above). Two weeks prior to the field trip (at a minimum) the venue's invoice should be attached to a voucher with the purchase order number noted and submitted to the Bookkeeping Office. Checks are mailed to the venue unless other arrangements are made prior to processing the payment.

Payment to Venue (Student Activity Agency Fund):

Three weeks prior to the date of the field trip, the teacher should check with the bookkeeper to ensure there are sufficient funds in the checking account to cover the expected costs. Even if the fees have been collected, the checking account may not have a sufficient balance to cover the expense without pre-planning. The revenue and expense accounts are NOT linked. Two weeks prior to the field trip (at a minimum) the venue's invoice should be attached to a voucher and submitted to the bookkeeper. Once the check is reviewed and signed by the Principal, the check will be given to the teacher.

Field Trip Permission Form:

If payment is made on-line, the permission form is embedded in the system eliminating the need to collect paper forms. If a parent pays with a personal or bank check, the permission slip must be returned to the school before the student can attend the field trip.

Chaperones:

Although a chaperones role may be defined differently based on the nature and location of the trip or differences in teacher needs, the chaperone provides support to the classroom teacher. Teachers must clearly communicate expectations and assign duties to chaperones prior to the field trip.

Since chaperones may not be aware of their responsibilities, it is important the school discuss expectations of all chaperones. At a minimum, chaperones are expected to:

- comply with all district and school policies and procedures;
- follow all safety rules;
- supervise a group of students;
- avoid a situation where they are alone with a student;
- be attentive throughout the trip (avoid use of cell phones, etc.);
- model expected behaviors; and
- encourage students to ask questions and discuss what they see and experience.

Unless a child poses an imminent threat to the safety of him/herself or others, chaperones should never physically handle a student. Questions or concerns should be brought to the attention of the classroom teacher immediately.

All chaperones must have an active CORI on file.

Emergency Contact Information:

Prior to leaving the school building, the teacher must provide the following information to the Main Office:

- Names of students in attendance;
- Copies of the permission forms (paper forms only);
- Contact numbers of all adults on the trip (employees and chaperones); and
- Contact information for the venue (name, address, phone number, fax number and web site address).

In return, the Main Office must ensure the WPS employees are provided with appropriate emergency contact information for the Principal (i.e. cell phone number).

Teachers should bring a roster of students attending the trip with their emergency contact information.

Evaluate the Trip:

It is recommended that teachers reflect on the value of the field trip shortly after the conclusion of the trip.

- Did the venue provide a meaningful compliment to the curriculum?
- Was there adequate time and supervision?
- What might be done differently to make this a better experience for students?
- What would improve a visit to this site in the future?

By sharing this information with fellow teachers and the Principal, future trips will provide a more meaningful experience for students.

**Weston Public Schools
In-State Field Trip Request Form**

All field trip requests must be submitted to the Building Principal at least 30 days prior to the date requested.

Date of request: _____ Date of trip: _____

Teacher(s): _____ Grade(s): _____

Chaperone(s): _____

All chaperones must have an active CORI on file.

Destination: _____

Departure time: _____ Return time: _____

Cost per student: _____

The field trip cost calculation sheet must be attached to this request form.

Nature of proposed trip/relationship to curriculum (include follow up plans, add sheets if needed):

Substitute needed (Y/N): _____

Lunch arrangements: _____

If you will be out of the building during lunch, please notify Tess Sousa (ext. 5295).

School nurse notified and medical concerns reviewed (Y/N): _____

Nurse needed on field trip (Y/N): _____

If a nurse is required due to a student's medical needs, they cannot also be a chaperone.

Approvals:

Grade Leader/Director/Dept. Head: _____ Date: _____

Principal: _____ Date: _____

Please attach:

- 1.) Fee cost calculation sheet;
- 2.) Planned itinerary; and
- 3.) Venue information.

**Weston Public Schools
In-State Field Trip Permission Form**

<i>Date</i>		<i>Time</i>	
<i>Location</i>			
<i>Cost</i>		<i>Payment Method</i>	
<i>Teacher in Charge</i>			

Please return this permission slip by: _____

Brief description of field trip:

-
1. I have been informed of the details of this educational field experience.
 2. My child has my permission to participate in this supervised field experience.
 3. I agree to instruct my child to obey all rules, regulations and instruction given by the teacher and/or authorized school personnel.
 4. I agree to release the Weston Public Schools, Town of Weston, teachers, volunteers, and other authorized personnel from any and all damages and/or injuries of any kind that the student might suffer as a result of participating in this field experience, except for those resulting from intentional, grossly negligent, or reckless acts of authorized personnel.
 5. I agree to allow school personnel for this field experience to authorize emergency medical care for the student if the student becomes ill or is injured while participating in the field experience.
 6. Please note that if the student is required to take any medication during the field experience, a separate medical form must be completed.
 7. This field experience is considered as school work and will be conducted as a regular class.

I give permission for _____ to take this field trip. Your signature indicates that you have read and agreed to the above and that we have your permission to take your child on this field experience.

(Parent or Guardian Signature)

Mobile Phone Number: _____

Person to contact in an emergency:

Name and Mobile Number

**Weston Public Schools
In-State Field Trip Fee Calculation Sheet
School Year 2016-2017**

This form is designed to calculate the total cost and the per student cost of the planned and approved field trip. Field trips revenue and expenses are processed through the Field Trip Revolving Account at the Case House or the Student Activity Agency Accounts at the Field, Middle and High Schools.

Date of Field Trip: ____ / ____ / 20__ School: _____

WPS Chaperone(s): _____

Grade / Department / Club Sponsoring Trip: _____

Destination: _____

Address of Destination: _____

Entrance Fees

Number of Tickets:	Please note if there are any complimentary tickets
Price per Ticket: \$ _____	provided to the group and do not include in the
Total Cost of Tickets: \$ _____	calculation. _____ Complimentary Tickets

Transportation

Tolls: \$ _____	The Transportation Costs should be based on the information provided on the reverse side of this sheet. Please estimate the number of hours a driver will be needed for the trip and add 1.0 hour for pre and post trip time. The Transportation Office can be reached at extension 5085.
In-State Mileage (\$2/mile): \$ _____	
Driver Costs (\$21.36/hour): \$ _____	
Total Transportation Cost: \$ _____	

Other Expenses

\$ _____	Please describe the nature of the other expenses.
\$ _____	
Total Other Expenses: \$ _____	

Total Estimated Costs: \$ _____ (Total Cost of Tickets + Transportation + Other)

Number of Participants: _____

Cost per Student: \$ _____ (Total Estimated Costs / Number of Participants)

If the costs are less than \$5.00 per student, please collect the fee via a bank or personal check. Amounts above \$5.00 should be processed through the on-line payment center or payable via a bank personal check. All checks are made out to the Town of Weston.

To create an on-line sign-up, please contact Ashley Lopes at extension 5236.

Comments:

**Weston Public Schools
In-State Field Trip Fee Calculation Sheet
School Year 2017-2018**

This form is designed to calculate the total cost and the per student cost of the planned and approved field trip. Field trips revenue and expenses are processed through the Field Trip Revolving Account at the Case House or the Student Activity Agency Accounts at the Field, Middle and High Schools.

Date of Field Trip: ____ / ____ / 20__ School: _____

WPS Chaperone(s): _____

Grade / Department / Club Sponsoring Trip: _____

Destination: _____

Address of Destination: _____

Entrance Fees

Number of Tickets:		Please note if there are any complimentary tickets provided to the group and do not include in the calculation. _____ Complimentary Tickets
Price per Ticket:	\$ _____	
Total Cost of Tickets:	\$ _____	

Transportation

Tolls:	\$ _____	The Transportation Costs should be based on the information provided on the reverse side of this sheet. Please estimate the number of hours a driver will be needed for the trip and add 1.0 hour for pre and post trip time. The Transportation Office can be reached at extension 5085.
In-State Mileage (\$2/mile):	\$ _____	
Driver Costs (\$21.63/hour):	\$ _____	
Total Transportation Cost:	\$ _____	

Other Expenses

	\$ _____	Please describe the nature of the other expenses.
	\$ _____	
Total Other Expenses:	\$ _____	

Total Estimated Costs: \$ _____ (Total Cost of Tickets + Transportation + Other)

Number of Participants: _____

Cost per Student: \$ _____ (Total Estimated Costs / Number of Participants)

If the costs are less than \$5.00 per student, please collect the fee via a bank or personal check. Amounts above \$5.00 should be processed through the on-line payment center or payable via a bank personal check. All checks are made out to the Town of Weston.

To create an on-line sign-up, please contact Ashley Lopes at extension 5236.

Comments:

**Weston Public Schools
In-State Field Trip Fee Calculation Sheet
School Year 2018-2019**

This form is designed to calculate the total cost and the per student cost of the planned and approved field trip. Field trips revenue and expenses are processed through the Field Trip Revolving Account at the Case House or the Student Activity Agency Accounts at the Field, Middle and High Schools.

Date of Field Trip: _____ / _____ / 20__ School: _____

WPS Chaperone(s): _____

Grade / Department / Club Sponsoring Trip: _____

Destination: _____

Address of Destination: _____

Entrance Fees

Number of Tickets:		Please note if there are any complimentary tickets provided to the group and do not include in the calculation. _____ Complimentary Tickets
Price per Ticket:	\$ _____	
Total Cost of Tickets:	\$ _____	

Transportation

Tolls:	\$ _____	The Transportation Costs should be based on the information provided on the reverse side of this sheet. Please estimate the number of hours a driver will be needed for the trip and add 1.0 hour for pre and post trip time. The Transportation Office can be reached at extension 5085.
In-State Mileage (\$2/mile):	\$ _____	
Driver Costs (\$21.85/hour):	\$ _____	
Total Transportation Cost:	\$ _____	

Other Expenses

	\$ _____	Please describe the nature of the other expenses.
	\$ _____	
Total Other Expenses:	\$ _____	

Total Estimated Costs: \$ _____ (Total Cost of Tickets + Transportation + Other)

Number of Participants: _____

Cost per Student: \$ _____ (Total Estimated Costs / Number of Participants)

If the costs are less than \$5.00 per student, please collect the fee via a bank or personal check. Amounts above \$5.00 should be processed through the on-line payment center or payable via a bank personal check. All checks are made out to the Town of Weston.

To create an on-line sign-up, please contact Ashley Lopes at extension 5236.

Comments:

Field Trip Planner Rates

Destination	Mileage
Acton	30
Algonquin	61
Andover	68
Arlington	30
Bedford	10
Belmont HS	14
Brookhaven	18
Burlington	30
Chelmsford	54
Chelsea	30
Concord	20
Concord-Carlisle	20
Curtis MS	20
Foxboro	56
Framingham	22
Hingham	70
Leominster	60
Lexington	23
Lincoln	21
Lincoln	18
Lincoln Sudbury	22
Lowell	53
Lynn	42
Marlboro	23
Milton	46
Natick MS	20
New Bedford	130
Newburyport	103
Newton	12
Newton North	17
Newton South	12
North Hill	59
Plymouth	127
Providence RI	129
Salem	67
Salisbury	90
Shrewsbury HS	50
Tyngsboro	72
Walpole	46
Waltham HS	8
Watertown	12
Wayland	10
Wayland HS	10
Wayland MS	10
Wellesley	10
Worcester	60

Destination	Tolls	Mileage
Aquarium	\$5.00	30
Berkley Performance Center	\$5.00	30
Boston Center for the Arts	\$5.00	30
Boston Common	\$5.00	30
Boston Convention Center	\$5.00	30
Boston Federal Reserve Bank	\$5.00	30
Boston Latin	\$5.00	26
Boston Public Library	\$5.00	30
BU Academy HS	\$5.00	30
Cambridge Multicultural Center	\$5.00	30
Central Sq Cambridge	\$5.00	30
China Town	\$5.00	30
City Labs	\$5.00	30
Colonial Theater	\$5.00	30
Deer Island	\$5.00	30
Duck Tours	\$5.00	28
Franklin Park	\$5.00	30
Frog Pond & Copley	\$5.00	30
Harbor Cruise	\$5.00	30
Harvard Square	\$5.00	30
Huntington Theater	\$5.00	30
Huntington Theater	\$5.00	30
John Hancock Building	\$5.00	30
Majestic Theater	\$5.00	30
Mass General Hospital	\$5.00	28
North End	\$5.00	30
Opera House	\$5.00	30
Park & Tremont	\$5.00	60
Porter Square	\$5.00	30
Public Gardens	\$5.00	28
Rowe's Wharf	\$5.00	30
Seaport Hotel	\$5.00	30
State House	\$5.00	30
TD North Garden	\$5.00	32
The Garage	\$5.00	30
Wang Theater	\$5.00	30
Wheelock Theater	\$5.00	24

Destination	Mileage
Golden Ball Tavern	6
Land's Sake Farms	6
Norumbega	9
Post Office Tour	6
Spellman Museum	6
Town Green	8
Weston Green House	8
Weston Ski Track	6

Destination	Tolls	Mileage
Boston College	\$5.00	30
Boston University	\$5.00	30
Brandies University		10
Emmanuel College	\$5.00	30
Framingham State University		31
Mass College of Art	\$5.00	30
Regis College		6

Destination	Tolls	Mileage
Ashland, Lexington, Waltham		48
Belmont Cinema		20
Bertucci's Wellesley		10
Brady Drive Framingham		20
Cambridge School		12
Drumlin Farm		10
Framingham Cinema		14
Highland St. Forrest		21
Honey Pot Farms		30
Moody St. Waltham		14
Mt. Wachusetts		100
Nashoba		40
New Pond Village		41
Norfolk Prison		44
Park Plaza Hotel		10
Roller Kingdom		39
Six Flags	\$9.20	207
Stop n Shop Natick		11
Sunrise Assisted Living		11
W. Newton Cinema		30
Wards Berry Farms		55
Pizzeria Uno & Walnut Hill School		20
Hyde Farm		14
Mystery Trip Framingham		20
Imax Natick		20
Patriot's Place		56

2016-2017 School Year
 Bus Driver Rate at Regular: \$21.36/Hour

2017-2018 School Year
 Bus Driver Rate at Regular: \$21.63/Hour

2018-2019 School Year
 Bus Driver Rate at Regular: \$21.85/Hour

Mileage is billed at:
 Field Trips and Outside Groups \$2.00/mile

**Weston Public Schools
In-State Field Trip Fee Calculation Sheet
School Year 2016-2017**

This form is designed to calculate the total cost and the per student cost of the planned and approved field trip. Field trips revenue and expenses are processed through the Field Trip Revolving Account at the Case House or the Student Activity Agency Accounts at the Field, Middle and High Schools.

Date of Field Trip: 10 / 18 / 2016 School: Weston High School

WPS Chaperone(s): Teacher Smith and Teacher Jones

Grade / Department / Club Sponsoring Trip: Grade 12

Destination: New England Aquarium

Address of Destination: 1 Central Wharf, Boston, MA

Entrance Fees

Number of Tickets:	23	Please note if there are any complimentary tickets provided to the group and do not include in the calculation. <u>Two (2)</u> Complimentary Tickets
Price per Ticket:	\$ 21.95	
Total Cost of Tickets:	\$ 504.85	

Transportation

Tolls:	\$ 5.00	The Transportation Costs should be based on the information provided on the reverse side of this sheet. Please estimate the number of hours a driver will be needed for the trip and add 1.0 hour for pre and post trip time. The Transportation Office can be reached at extension 5085.
In-State Mileage (\$2/mile):	\$ 60.00	
Driver Costs (\$21.36/hour):	\$ 96.12	
Total Transportation Cost:	\$ 161.12	

Other Expenses

<u>Box Lunch</u>	\$ 187.50	Please describe what these other expenses are related to.
	\$	
Total Other Expenses:	\$ 187.50	

Total Estimated Costs: \$ 853.47 (Total Cost of Tickets + Transportation + Other)

Number of Participants: 23

Cost per Student: \$ 37.25 (Total Estimated Costs / Number of Participants)

If the costs are less than \$5.00 per student, please collect the fee via a bank or personal check. Amounts above \$5.00 should be processed through the on-line payment center or payable via a bank personal check. All checks are made out to the Town of Weston.

To create an on-line sign-up, please contact Ashley Lopes at extension 5236.

Comments: Mileage is based on the sheet (30 x \$2.00); the group anticipates being away for 3.5 hours (added 1 hour for pre and post trip); and a boxed lunch is \$7.50 for all 25 attendees.

In-State Field Trip Deposit Slip (School Copy)

Today's Date: _____

Teacher's Name: _____

Total: \$ _____

Dollars

Grade Level: _____

Date of Field Trip: _____

Name of Field Trip: _____

Check Value: \$ _____

Number of Checks: _____

Cash Value: \$ _____

Total Deposit Amount: \$ _____

Deposit Account: _____ 240-

Received By: _____

Field Trip Revolving Accounts

CS: 240-5604

MS: 240-5607

WS: 240-5605

HS: 240-5608

FS: 240-5606

In-State Field Trip Deposit Slip (Bookkeeping Copy)

Today's Date: _____

Teacher's Name: _____

Total: \$ _____

Dollars

Grade Level: _____

Date of Field Trip: _____

Name of Field Trip: _____

Check Value: \$ _____

Number of Checks: _____

Cash Value: \$ _____

Total Deposit Amount: \$ _____

Deposit Account: _____ 240-

Received By: _____

Field Trip Revolving Accounts

CS: 240-5604

MS: 240-5607

WS: 240-5605

HS: 240-5608

FS: 240-5606