



FIELD TRIP POLICY PROPOSAL SY19-20

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Presentation to Boston School Committee
November 6, 2019

Field Trip Policy Proposal

Department of Global Education:

- 1) Requests Approval of New Field Trip Policy**
- 2) Requests Change to the International Field Trip Approval Process**

New Policy Benefits

Policy

- Currently, BPS has **no field trip policy**.
- Presently, we rely on **circulars** that were last approved in 2011.
- Approval of this policy **provides a definition of a BPS sponsored trip**.

Risk Management

- Addresses on trip **student conduct**.
- Requires an assessment of trip risks, **district and field safety protocols**, increased student supervision, annual **assessments of emergency response** systems, and **insurance coverage**.

Continuous Improvement

- Allows for the **revision, and addition of field trip specific circulars** as needed.

New Policy Benefits

Equity

- Schools shall make **every reasonable effort to make instructional field trips affordable** for all students.

Access

- Reaffirms that English Learner students, those with 504 Plans and/or IEPs, **cannot be denied access** to field trips due to their status.
- Schools shall establish **essential participation criteria** to determine what accommodations or modifications are necessary for students to successfully, and safely participate in all, or portions of the trip.

Inclusion

- Schools shall consider **student demographics when selecting field trip locations and activities, and their impact** on students; especially students of color, immigrant students, and students who identify with the LGBTQ community.
- Consider accommodations (rooming and name preference) for transgender, and gender non-conforming students.

New Approval Process Benefits

Approval Process Proposal:

1. Request that International Field Trips **no longer require School Committee Approval:** International Trip Applications will be **vetted directly by the Department of Global Education** to streamline the process for more efficiency for schools.
2. Signatures of the **Superintendent, School Superintendents, and CFO** are still required.

Reporting for Continuous Improvement

The Office of Global Education will:

1. Provide the School Committee with a **monthly written report of international trips.**
2. **Annually present** on:
 - a) Efforts to ensure equitable school and student access
 - b) Major travel initiatives, international trips taken, and associated demographic data
 - c) Incidents that call for changes to district policy

Requested Action

We request that the School Committee vote to approve the field trip policy as outlined, and to change the international field trip approval steps to the processes recommended this evening.

Specific Field Trip Guidelines can be found in the following circulars:

CAO-22 (All Field Trips)

CAO-23 (Day Trips)

CAO-24 (Overnight Trips)

CAO-25 (International Trips)

CAO-26 (Homestay Programs) (New)

CAO-27 (Water Activities) (New)