

FIELD TRIP ADMINISTRATIVE PROCEDURE

Teachers and/or other school staff planning field trips must comply with the following requirements:

1. There should be a minimum of two adults supervising out of district field trips. The following supervision ratios will be required for all in-district trips (adults to students) are as follows: elementary students–1:15; middle/high students –1:20. The building administrator will determine if additional supervision is needed based on an individual field trip plans.
2. Prior to any field trip, there will be a meeting with students to go over appropriate safety procedures, expectations, and use of the buddy system if appropriate. Information will be shared with parents regarding the trip and a signed parental permission slip will be required for attendance.(This meeting is only for students, parents do not need to attend but should be notified of details.)
3. When field trips to state parks, or other waterfront areas where swimming may occur are planned the field trip organizers along with building administration will ensure the following precautions are taken.
 - a. Ensure that a qualified lifeguard is on duty, whether provided by the hosting organization or the organizing group. The following recommended guidelines by the American Red Cross, which are 25 swimmers to 1 lifeguard will be implemented.
 - b. Students are required to practice the buddy system when in the water and have checks every 5 minutes.
 - c. All students engaged in water activities are required to either wear a Coast Guard approved life jacket or provide proof that they are able to swim as determined by either (a) swim test by certified instructor or lifeguard, or (b) written or electronic permission is given by a parent/guardian.

Class field trips that occur during the academic school day require additional procedures which are school specific but include following information as a minimum.

1. Date and time of trip
2. Field trip location (e.g Bio Pond)
3. Teachers name and cell phone number
4. Additional chaperones/volunteers present
5. Number of students participating
6. Estimated time frame out of the building
7. Academic relevance to curriculum statement

8. Parental notification will be required for all elementary school trips as well as all middle school and Mt. Blue Campus trips that extend beyond the immediate school vicinity.

Adopted: August 4, 2020