

SCHOOL-SPONSORED AND NON-SCHOOL-SPONSORED STUDENT TRIPS

The Board recognizes that the educational program for students can be enhanced through the wise use of off-campus experiences. The objectives for all student trips must be clearly defined and consistent with the educational objectives of the class or activity. While student trips may occasionally include activities that are not directly related to the approved curriculum or school activities, it is understood that the general purpose of student trips is to supplement and enhance the educational program.

It is the intent of the Board that all trips be well-planned and organized in order to ensure that trips meet the requirements below, as well as those enumerated in accompanying policy IJOA-R Field Trip Procedures.

A. School-Sponsored Educational Trips

School-sanctioned trips are categorized as follows:

- In district day trips
- In-state day trips
- In-state overnight trips
- Out-of-state trips (day or overnight)
- Foreign trips
- Athletic trips outside the MPA game schedule

Trip Requests

1. All requests for educational trips must be submitted to the appropriate building principal and include the following information:
 - a. Educational objectives and expected learning outcomes.
 - b. Learning activities to be undertaken in connection with the trip.
 - c. Trip itinerary. No foreign trip will be approved that includes travel to a country that appears on the U.S. Department of State Travel Warning or Public Announcement list. The list will be checked regularly up to the day of departure for the trip.
 - d. Confirmation of insurance coverage for the trip in or out of the country.
 - e. Date(s) of trip.
 - f. Number and grade level(s) of students.
 - g. Total trip cost and cost per student.
 - h. Sources of trip funding (including expected student and/or chaperone

contributions, expected district contribution, fundraising activities and availability of funding for needy students).

- i. Mode(s) of transportation.
 - j. Arrangement for lodging and meals, if applicable.
 - k. Number of and information about chaperones.
 - l. Plans for providing trip information to parents and chaperones.
 - m. Plans for medical and other emergencies (including travel delays, weather, terrorist activity as appropriate).
 - n. Any accommodations needed for students with disabilities.
 - o. Student behavior expectations/consequences (all Board policies and school rules are in effect for the duration of any trip) and plans for supervision during the trip.
 - p. Chaperone training and behavior expectations (all Board policies and school rules are in effect for the duration of any trip).
2. Trip Request Deadlines and Approval Process
- a. The building principal is authorized to approve or deny all in-state day trip requests.
 - b. All requests for in-state overnight trips, out-of-state trips, foreign trips and applicable athletic trips must be submitted first to the building principal for an initial recommendation as to whether the trip should be approved or denied. The request and the principal's recommendation will be forwarded to the Superintendent for review.
 - c. If the Superintendent concurs with the principal's denial of a trip request, the trip organizer will be informed and the request will not be submitted to the Board.
 - d. If the Superintendent recommends a trip for approval, he/she will submit the request to the Board for final action. The Board may approve, deny or table request.
3. Other Trip Conditions
- a. No binding commitments for travel, lodging or other expenses shall be made by trip organizers until a trip has been approved by the building principal or the Board, as required by this policy.
 - b. No fundraising may be done for a trip until the trip has been approved by the Superintendent and/or Board, as required by this policy. All fundraising activities must be approved in accordance with applicable Board policies and school rules.
 - c. In general, overnight trips are discouraged for elementary and middle school students. Exceptions may be made by the Board with the recommendation of the Superintendent.

- d. Overnight trips should only be requested when there is no comparable experience available through a day trip.
- e. Foreign trips are limited to high school students. All trip chaperones must be approved by the principal and clear criminal background check.
- f. A parent/guardian information meeting is required for any foreign trip and any trip involving an overnight stay.
- g. Parents/guardians must sign a permission and release form in order for their child to participate in any trip.
- h. Students must be in good academic and disciplinary standing in order to participate in trips.
- i. Only drivers and vehicles authorized by the Superintendent may be used on trips.
- j. Competing groups may fill out one request for all competitions they may qualify for, pending funding and approval of the Superintendent.

B. Non-School-Sponsored Trips

Any trip that has not been approved by the Board and/or administration is considered a non-school-sponsored trip. Non-school-sponsored trips operate independent of the schools, even if school employees are involved in the trip. All responsibilities for non-sponsored trips lie with the individual(s) or group(s) sponsoring and organizing the activity. Non-sponsored trips are subject to the following rules:

- 1. Individuals (including school employees) and groups who wish to use the schools for the purpose of publicizing trips, distributing information, recruiting participants, and/or organizing trips must comply with all applicable Board policies and rules concerning the use of school facilities.
- 2. To minimize the impact on the educational program and school operations, organizers and sponsors are strongly encouraged to schedule non-sponsored trips during weekends and vacation periods whenever possible. If travel arrangements result in missed school days, normal attendance procedures for students and school employees will be followed.
- 3. Recruiting and organizing for trips are prohibited during instructional time and during employees' workday.
- 4. Use of school equipment, including but not limited to computers, fax machines, photocopiers, telephones, letterhead and other supplies are prohibited.
- 5. Non-sponsored trips may not be represented as a school function or as related to, or an extension of the schools' instructional or extracurricular activities. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or literature concerning the trip:

“This trip is not sponsored or approved by the RSU9 Board. Authorized school administrators have not reviewed or approved this trip.”

C. Administrative Procedures

The Superintendent is authorized to develop any administrative procedures necessary to implement this policy. Any such procedure shall be consistent with this policy.

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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.