

SCHOOL SPONSORED TRIPS

The Raymond School Department recognizes the value of educational experiences outside of the classroom and seeks to provide enriching field trips for its students. With this intent it is necessary to establish appropriate guidelines for all field trips to ensure the safety of the students; the quality of the field trips; and to maintain a good system of communication between the school, the transportation department, and the home.

All of the School Department policies with respect to student behavior apply to field trips. The field trip experience is an extension of the school and, as such, demands that students represent Raymond and their school with pride through appropriate dress and behavior.

It is the intent of the Raymond School Committee to provide varied and realistic educational experiences for students in the District. School sponsored trips must be consistent with District vision, building mission and curriculum goals. Each request for a field trip shall be accompanied by a statement of purpose outlining Maine Learning Results, performance indicators and instructional activities. The primary purpose of school-sponsored trips that remove students from class time must be educational. For the purpose of this policy "school-sponsored trip" refers to any trip off school grounds where students participate based on their attendance in a District school. Home schooling students may participate in school-sponsored trips following the guidelines in Policy IBGHAA Home Schooling. All school-sponsored trips require permission slips. The school office must maintain a list of all students on a trip including a complete list of phone numbers to contact the chaperone during the trip. Provisions must be made to have medical supplies and trained personnel as outlined in students' medical records.

Trips must be carefully planned and coordinated to provided minimum schedule conflicts and minimum disruption for students who are not part of the trip, and to allow transportation arrangements without requiring an undue number of special buses on a given day. If a trip involves only part of a teacher's student class load, a substitute will be provided. Students who do not go on a trip will have arrangements made prior to the trip for an alternative learning plan.

CHAPERONES

All trips must include arrangements for a sufficient number of chaperones. Guidelines for the number of chaperones needed are as follows:

1 adult for every eight students grades 6-8;

1 adult for every five students grades K-5;

One of the chaperones must be a certified staff member or coach for all day trips and overnight trips with fewer than 8 students;

Two of the chaperones must be certified staff members or coaches for overnights trips of 8 or more students;

More chaperones are required if it is determined to be necessary by the Principal.

All trips must be under the direct supervision of the certified staff member or coach who accompanies the trip. Chaperones will be made aware of their responsibilities, including their role in maintaining order among students on the field trip. All chaperones will devote their full

and careful attention to the students entrusted to their care. For this reason, and to conserve district resources as much as possible, chaperones are not permitted to bring any children who are not regularly part of the group, without express permission of the Principal.

APPROVAL

Prior to seeking approval for a trip that removes students from school during class time, the staff member in charge of the trip must list the educational objectives of the trip as related to the curriculum and Learning Results. For school-sponsored trips that do not remove students from school during class time, the staff member in charge of the trip must list the objectives of the trip and criteria for student participation. The staff member in charge will prepare a report on the degree to which the objectives were met and submit it to the Principal. The objectives of the trip will be included on the permission slip, with a breakdown of the cost to the student. Parents should be given as much advance notice as possible of the cost of the trips.

All day trips must be arranged with and approved by the Principal. All in-state overnight trips must also be approved by the Superintendent. Overnight in-state trips should involve no more than two days of lost school time for students. Overnight trips out of the State require Board approval.

The following steps are required for approval:

- 1) The staff member proposing the trip will review the objectives of the trip with the Principal and receive approval in order to proceed.
- 2) The objectives must be approved prior to the staff member making financial commitments and at least: five days in advance for out-of-state day trips, one month in advance for in-state overnight trips, and two months in advance for out-of state-overnight trips.
- 3) The staff member will prepare a detailed itinerary for final approval by the Superintendent one month in advance for overnight out of state trips, and by the Principal prior to the trip for all other trips.
- 4) Administrative procedures will specify the planning documents to be maintained by the Principal in addition to those specified in this policy.
- 5) The staff member will submit to the Principal a report on the degree to which the trip met its objectives. For out-of-state trips this could involve a presentation to the Board by staff and students who participated.
- 6) All overnight field trip requests should contain the following information:
 - a) Objectives of the proposed trip and the anticipated learning outcomes
 - b) Specific learning activities to be experienced during the trip
 - c) Number and grade(s) of students
 - d) Cost per pupil
 - e) How will funds be raised
 - f) Transportation to be used
 - g) Itinerary
 - h) Date of trip
 - i) Times of departure and return
 - j) Arrangements for meals and lodging (separate quarters for females/males) (ie., motels/hotel, separate rooms when staying in hosting schools.)
 - k) Names of proposed adult chaperones (minimum one-to-eight ratio required)
 - l) Plans for providing parents and chaperones with information
 - m) Plans for emergencies

- n) Plans for inclement weather
- o) Plans for parent approval
- p) Plans for student's accountability for behavior
- q) Plans for appropriate documents (ie., for border crossings, trips out of country).

SUMMARY OF TRIP APPROVAL

Length, location, approval of objectives, approval of detailed itinerary, day in-state in advance by Principal, day out-of-state in advance by Superintendent in advance by Principal, overnight in-state 1 month ahead by Superintendent in advance by Principal, overnight out-of-state 2 months ahead by Board 1 month ahead by Superintendent

NON-SANCTIONED TRIPS AND EXCURSIONS

Travel that is not an integral part of the instructional program and has not been approved (sanctioned) by the Superintendent of Board in compliance with this policy will be considered a non-sanctioned trip or excursion.

Non-sanctioned trips are any trips or excursions organized by District employees, parents, non-school groups, community members or others, acting independently of the school. These trips involve students on a voluntary and self-supporting basis, are not approved by the Board, and are not part of or associated with the curriculum, co-curricular, or extracurricular activities. All responsibility for non-sanctioned trips and excursions lies with the individual(s) or group(s) sponsoring and organizing them.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers/sponsors to schedule non-sanctioned trips during weekends and/or vacation periods. If travel arrangements results in missed school days, normal procedures for staff and student absences will be followed.

Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants must submit a request following the same procedures required of other individuals or non-school groups requesting use of school facilities or wishing to distribute literature. Recruitment is prohibited during instructional time and during the employee's workday.

Non-sanctioned trips must not represent themselves as school functions or as related to, or an extension of, instructional, co-curricular or extracurricular programs.

While private activities of staff cannot be regulated by the school, it is the responsibility of any staff engaging in such trips or activities to notify the parents of the participating students this outside event is not a school activity but a private volunteer excursion undertaken by that teacher or staff member.

REVISED: February 5, 2003

ADOPTED: March 3, 1999

