

**FIELD TRIPS AND OTHER STUDENT TRAVEL
EAST MILLINOCKET SCHOOL DEPARTMENT**

The Board recognizes the educational value of school-sponsored trips as a means of extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances and competitions. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture.

This policy provides guidance for the various kinds of trips that may be sponsored by the **East Millinocket** schools.

Field Trips

“Field trip” means a trip that takes place during the school day and is organized and conducted by one or more school employees as a means of accomplishing particular curriculum objectives. All students within the class or grade, or curriculum related subgroup within a class, will be academically eligible to participate. Should a field trip be required as an academic component of a particular class, academic eligibility may be waived so the student can participate, despite the fact the student may miss class time in other classes.

All field trips must be approved in advance by the principal or his/her designee.

- Special field trips designed for all students and considered valuable for educational purposes shall be open to students regardless of academic eligibility. However, these specialized field trips shall be limited to no more than three (3) per academic year.
- It shall be the responsibility of the student(s) to obtain work and complete assignments for all classes missed when participating on a field trip.
- Non-Eligibility shall consist of failing two or more subjects at the time of parental notification. The student(s) shall have up to 24 hours of the scheduled trip to meet full eligibility.
- All students must have parental approval in order to participate in any field trip. Signed school approval forms and/or permission slips must be returned to the trip organizer at the specified time on the slip.
- Classroom teachers shall be limited to one field trip per quarter or four per year unless the trip does not interfere with other classes or student schedules (i.e. a trip lasting only a class period and/or non-instructional time). Any additional trips must be approved by the field trip policy committee and the principal, provided funding is available and the other provisions of this policy are addressed.
- Development of, distribution of, and collection of parental permission forms shall be the responsibility of the school employee organizing the field trip. Monitoring permission slips/school approval forms shall also be the requirement of the trip organizer.
- All students participating on field trips shall have all provisions of their IEP’s followed in order to ensure adequate accommodations are provided.

Teachers and principals will be expected to consider the following factors in planning and approval of field trips:

- A. Objectives of the proposed trip and the anticipated learning outcomes;
- B. Specific learning activities to be experienced during the trip;
- C. Suitability of the activity and distance traveled to the age of students;
- D. Mode and availability of transportation, with school bus transportation arranged so as not to disrupt school bus schedules;
- E. Arrangements for meals (if applicable);
- F. Availability of funding for all necessary expenses through the school budget or other appropriate sources.
- G. Impact the trip will have on other courses, classes, and teacher plans, as well as the academic impact on students who may have to miss other subjects in order to participate.
- H. Timeline for arranging the trip so that other teachers have time to plan and, rearrange if necessary, lesson plans, assessments, etc.

In addition the Board requires that:

- A. Parents/guardians must give written permission, using specified school approval forms for all field trip participation. **Call ins (oral permission) and/or hand written permission notes will not be acceptable;**
- B. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies; and
- C. Students participating in field trips conduct themselves in a manner consistent with Board policies and school rules.
- D. Any overnight curriculum-related trip must be approved by the Board.

Competition Trips

“Competition trip” means any trip related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams. Any competition trip that is outside of those scheduled for the year must be approved in advance by the Superintendent. Approval may be contingent upon availability of funding through the school budget or other sources.

Protocol for taking Special Needs students on Outdoor Adventure trips

When a special needs student who requires a one-on-one per IEP goes on an outdoor adventure trip, a person who is either the student's regularly assigned one-on-one or another person who has been assigned to that student will accompany the student. The person responsible for the student accommodations is required to be with that student at all times.

If the trip is on water, the one-on-one adult is required to be in the middle of the canoe or boat while another adult navigates the watercraft. If kayaks are being used, then a request for a tandem kayak will be placed. If a tandem kayak is not available, a canoe will be used.

All trip leaders will be advised there will be a one-on-one student requiring accommodations participating in the outdoor adventure.

Any exception to this protocol will be based on individual student needs and will be at the discretion of the trip leader, the special services director, and the school principal as well as a representative of the sponsoring organization.

Other School-Sponsored Trips

Other school-sponsored trips are those that are organized and conducted by one or more employees of **East Millinocket School Department** as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

Participation in such trips is entirely voluntary. There shall be no extra credit awarded for participation and no loss of credit for not taking a trip.

Participation may be limited to students taking courses related to the purpose of the trip or to students who are affiliated with the student club or organization planning the trip.

The **School Board** must approve, in advance, any trips involving out-of state travel and all overnight and foreign trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising.

Staff or administrators seeking approval for school-sponsored trips must furnish the following information within a reasonable amount of time:

- A. Objectives of the trip and anticipated outcomes;
- B. Specific experiences to be provided;
- C. Number and grade(s) of students;
- D. Criteria for selecting participants;
- E. Maximum number of students who may participate;
- F. Cost per student, including funds requested and from individual students;
- G. Fundraising plans (if applicable);
- H. Transportation arrangements;
- I. Itinerary;
- J. Arrangements for meals and lodging;
- K. Arrangements for adult supervision/chaperons;
- L. Plans for safety and emergencies;
- M. Plans for communicating information to parents and obtaining parental permission; and
- N. Accountability for student conduct.

Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies.

Students participating in field trips and other school-sponsored trips must conduct themselves in a manner consistent with Board policies and school rules. Students who violate Board policy or school rules will be subject to disciplinary consequences.

Non-School-Sponsored Travel

Travel organized by East Millinocket School Department employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip in compliance with this policy will be considered a non-school-sponsored trip.

All responsibility for non-school-sponsored trips lies with the individual(s) or group(s) organizing them. The Board accepts no responsibility for non-school-sponsored trips, and organizers should be aware that such trips or excursions are not covered by the school unit's liability insurance.

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-school-sponsored trips during weekends and/or vacation periods. Staff members planning or participating in non-school-sponsored travel must notify the building principal of such plans. Student absences due to participation in non-school sponsored travel will be considered unexcused absences.

Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants and parents/chaperones may do so in accordance with the Board's facilities use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with Board policy. Non-school-sponsored trips must not be represented as school functions or as related to, or an extension of, the District's school unit's instructional, co-curricular or extracurricular programs.

It is the responsibility of any staff engaging in such trips or activities to notify the parents of prospective and participating students that this is not a school activity, but an independent voluntary trip organized or lead by that teacher or staff member. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or materials promoting the trip:

“This trip is not approved or sponsored by the East Millinocket Board or East Millinocket School Department. It has not been reviewed, approved or endorsed by authorized East Millinocket School Department administrators and it is not covered by any of the East Millinocket insurance policies.”

Cross Reference: EEAG - Use of Private Vehicles or School Buses

KHB – Advertising in the Schools

KHC - Distribution/Posting of Non-School Materials

JEA – Compulsory Attendance

JEAA – Student Attendance

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