

FIELD TRIPS

To the extent the budgetary resources permit, the Board of Education encourages and sanctions student trips or other out-of-district school activities, including participation in interscholastic events, community civic projects and international travel which are of value in helping achieve each participating student's educational objective. Such trips are to conform and relate to the approved courses of study and other program needs. Field trips will vary in the amount of time used and may take place on school time or when school is not in session. An effort will be made by Regional School District No. 7 to provide individual financial assistance when financial need is demonstrated.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his/her school program to enable him/her to participate and shall be counseled as to his/her obligations when in the staff's judgment his/her welfare requires it.

Out-of-country field trips must be approved by the Superintendent of Schools and the Board of Education in advance of such trips.

Administrative Regulations to Policy 6153  
Field Trips

Fields trips are held to augment and enrich a student's learning environment. Each field trip is to be well planned in advance, carefully and safely executed, and have a follow-up class room session to reinforce the original objectives. Once the field trip objectives and tentative schedule are set, the person in charge of the field trip is to submit a completed field trip request form to the department head/instructional leader (M.S.), who will forward it to the principal. Field trip approval is to be obtained at least two weeks in advance of the date of the proposed trip. Purchase orders will be prepared to cover any financial commitments related to the field trip.

I. Documents

- A. Upon approval of the field trip, the teacher in charge must prepare a letter for parental permission. [The letter must contain the following information]:
  - 1. Purpose of field trip
  - 2. Destination and date of field trip
  - 3. Criteria for student participation
  - 4. Departure and return time and provision for informing parents of late return
  - 5. Cost of trip to include:
    - a. Prepayment amount
    - b. Refund cut-off date
    - c. Miscellaneous expenses not covered by trip charge
    - d. Availability of financial assistance. An effort will be made to provide financial assistance when need is demonstrated.
    - e. Prepayment to whom and what date
  - 6. Invitation extended to parents to act as chaperones
  - 7. Encouragement of parental input upon completion of trip.
- B. Purchase orders will be prepared to cover any financial commitment related to the field trip. The teacher in charge must submit all department head/instructional leader (M.S.) approved purchase orders to the business office prior to the date of the trip.
- C. Signed parental permission slip is required for each student.
- D. A completed emergency medical release form for each student.

Administrative Regulations to Policy 6153  
Field Trips (continued...)

- E. A written overview of the field trip to be filed with department head/instructional leader (M.S.) within two (2) days of return.
- II. General field trip rules:
- A. If transportation is provided by the District, all students are expected to use this transportation unless prior approval for alternate means of transportation has been granted by the principal.
  - B. Students who obtain permission to drive themselves may not transport other students.
  - C. The teacher will acquire the proper number of adults as chaperones to accompany the group. One chaperone to every ten students is recommended. A list of chaperones' responsibilities is to be given to each chaperone.
  - D. The teacher in charge of the field trip must provide a list of all students attending the trip to the school office, all teachers and the cafeteria manager at least three days in advance of the trip.
  - E. The teacher in charge must submit all department head/instructional leader (M.S.) approved purchase orders to the Business Office prior to the date of the trip.
  - G. The teacher in charge must state clearly the students' responsibilities and obligations while on field trip.
  - H. The teacher in charge must inform the custodial staff of expected time of departure and arrival.