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### **Field Trips and Excursions**

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. Field trips, therefore, become an integral part of the curriculum, and are as essential to the instructional process as textbooks, equipment, and other instructional devices. It is the policy of M.S.A.D. #54 that such field trips will be established within the regular curriculum of the school system and will be fully funded through the operating budget of the school system, through services available to the administration, including grants and contributions from groups and organizations or foundations or through parent contributions.

There are 6 categories of field trips:

*Academic:*

Activities that relate directly to classroom curricula. Out-of-district trips are limited to 1 trip per class, per year and subject to the district's budgetary, personnel and equipment limitations.

*Cultural:*

Activities such as attendance at plays, art exhibits, musical performances, should include all students in a classroom or at a grade level. Each building administrator should monitor the number of times individual students miss regular classes. Out-of-district trips are limited to 1 trip per class, per year and subject to the district's budgetary, personnel and equipment limitations.

*Motivational:*

Schools may schedule activities that provide opportunities which are seen as a reward for positive behavior. These trips should be used sparingly and limited to within the district.

*Group Development/Learning:*

Larger blocks of time may be necessary to provide group development/learning for grade levels, advisor groups, or other student groups. These include activities like

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Camp Kiev, etc. These programs may take students away from the school building, but are integral parts of student attitude development. Use of this type of trip should be very limited. Out-of-district trips are limited to 1 trip per class, per year and subject to the district's budgetary, personnel and equipment limitations.

*Athletic:*

Athletic activities should be scheduled after the academic day when possible. Trips are determined by the athletic schedule. If more than one team is going to the same destination and the bus capacity allows, the Athletic Director will merge the trips. The Athletic director will also strive to schedule travel games as close to MSAD#54 as possible.

*Co-curricular:*

Valuable activities include field trips for community service activities, performances for other groups, visits to businesses, etc. Trips should be limited to within the district.

All field trips require the approval of the student's parent/guardian, principal, and superintendent or his designee. Accompanying the request for approval must be a list of students who are participating. In addition, the report must state specific reference to the curriculum, the method of transportation, as well as commencement and termination times, dates, number of school personnel to attend, number of additional chaperones, and any other pertinent information. Such requests will be submitted in a timely fashion. Parents and guardians must sign permission slips in advance of the event.

General guidelines for all field trips follow:

- Students in grades K-4 will participate in field trips that can be completed within the duration of the school day. (In rare cases, exceptions can be approved by the building principal. Parents will be notified well in advance.)
- Students in grades 5-12 will participate in field trips that can be completed within one full day, including time outside the regular school day.

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- Exceptions may be granted by the Board of Directors for all trips that are inconsistent with the above.
- All field trips will require an adult/student ratio of no more than 10 students per adult, and at least one teacher must be available to handle emergencies or other matters that develop.
- Students will be transported by public or chartered conveyance when traveling to and from a destination for a field trip or school event, except when the parent of the child transports his/her own child. Permission for transporting one's own child must be obtained from the field trip/excursion supervisor. Parents may also transport other children if they have written permission from the child's parent.
- During the field trip or activity the administrator/teacher sponsoring the trip is responsible for the activities of the trip and will determine during the trip whether there is a necessity to change the itinerary, mode of transportation, or make other adjustments for the continued safety of the participants or other similar issues. The chartered transportation companies will follow the directions of the teacher/administrator in charge.
- The school bus safety code adopted by the Board will govern the behavior of pupils while on the bus.

Annually, the Educational Policy and Program Committee will be given a comprehensive list of all the field trips that were taken. The list will identify the type of trip by category, classroom, grade, and school.