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**FILE: IJOA**

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**RSU 54/MSAD 54  
Field Trips and Excursions**

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, competitions and to foster students' career and college aspirations. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture. The Board recognizes that attendance at school is a primary factor in students' success and thus the number of trips during the school day should be limited. All trips are subject to the district's budgetary, personnel and equipment limitations.

This policy provides guidance for the various kinds of trips that may be sponsored by the RSU 54/MSAD 54 schools.

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.

**Field Trips**

“Field trip” means a trip that takes place during a school day and is organized and conducted by one or more RSU 54/MSAD 54 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 eligible to participate.

Field trips must be approved in advance by the building principal. The assistant superintendent may approve additional trips on a case by case basis.

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. Availability of local options for the activity;
- F. Arrangements for meals (if applicable);
- G. Availability of funding for all necessary expenses through the school budget or other appropriate sources including grants and contributions from groups and organizations or foundations or through parent contributions.

In addition the Board requires that:

- A. Parents/guardians give written permission for field trip participation;
- B. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies;
- C. Students participating in field trips conduct themselves in a manner consistent with Board policies and school rules;
- D. Any out of state or overnight curriculum-related trip must be approved by the Board;
- E. School Budget funded, out of district trips are limited to 1 trip per class/group per year; and
- F. If a trip utilizes transportation from outside the district, the principal must get approval from the Support Services Director.

### **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. If more than one group is going to the same destination and the bus capacity allows, the Athletic Director will merge the trips.

### **Other Trips**

Exceptions may be granted by the Board of Directors for all trips that are inconsistent with the previously listed trips.

### **Non-School-Sponsored Travel**

Travel organized by RSU 54/MSAD 54 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.