

FIELD TRIPS AND EXCURSIONS

Definitions

A “field trip” shall mean any trip organized or conducted by an employee of the District as an integral part of the school program. Examples include but are not limited to class trips to the theater, to historical sites, or to local business or industry. Field trips are usually completed within one day, preferably during normal school hours.

An “excursion” shall mean any trip organized or conducted by an employee of the school as a nonessential supplement to the school program. Examples include trips by school-sponsored clubs, student exchange programs, and trips planned through the school for special interest groups in or outside of school hours.

Approval

All field trip requests must be submitted and approved by the principal and Superintendent 30 days in advance of any advertising of such trip. Field trips or excursions that leave the state or involve an overnight stay require Superintendent approval.

- A. Approval shall be based upon a written plan submitted to the building principal by the sponsoring employee. Such a plan should include all of the following:
1. Purpose of the trip;
 2. Statements of academic value and how the trip/excursion will be evaluated;
 3. An itinerary, including estimated times of departure from and return to the school;
 4. Modes of transportation;
 5. Provisions for food and lodging;
 6. Emergency plan for sudden illness or injury;
 7. Provisions for adult supervision;
 8. Estimated expenses, and
 9. Number and grade levels of students expected to participate.

Permission Slips

Written permission must be obtained from a parent/guardian for each student prior to participation in any excursion. Written notice should be given to parents for field trips which require transportation of students or which extend beyond normal school hours.

A list of participants shall be kept in the principal's office for the duration of each field trip or excursion as an aide to locating students in an emergency.

The MSAD #11 School Board reserves the right to require, at the discretion of the Superintendent, the filing of a waiver of liability signed by a parent/guardian releasing school employees, the MSAD #11 School Board, and the District from liability on any matter connected with field trips or excursions.

Any student for whom permission is not obtained for field trips or excursions shall participate in appropriate alternative activities within the school during normal school hours.

Non-approved Trips

Any employee who is involved with a trip that is not approved under this policy should clearly understand that the participants in this trip may in no way identify their trip with the school or the District. Such employees should understand clearly that they are on their own insofar as any liability claims are concerned. It is the responsibility of such employees to make clear to the student and his/her parents that such a trip or activity has no connection with the school and is not subject to the approval of the MSAD #11 School Board or its administration.

Adopted: October 5, 1995

Revised: December 2003; May 3, 2007; May 1, 2014