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### Field Trip and Other Student Travel Procedures

Teachers planning field trips must comply with the following requirements:

- A. All trips must be approved by the building administrator. Trip Request forms shall be completed by the teacher and given to their administrator at a minimum 2-4 weeks before departure.
- B. A minimum of one adult chaperone is required for groups of up to **7** students K-12 with exceptions considered and approved by the Superintendent. The ratio may vary depending on the nature of the trip.
- C. There will be no boating activities (e.g., kayaking, paddle boarding, non-powered sailing and canoeing) on a field trip unless supervised and controlled by an authorized organization (see last paragraph of the policy) or qualified Maine Guide with a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
- D. There will be no swimming activities on a field trip unless supervised and controlled by an authorized organization (see last paragraph of this policy).
- E. Field trips that require a boating transportation are allowed provided that the boat is a commercial vessel licensed by the U.S. Coast Guard for the number of passengers to be transported with a current liability insurance policy with a minimum of \$ 1 million coverage per occurrence.
- F. Students on field trips without an authorized organization to a beach may go into the water up to one's knees provided that (a) all conditions in this policy are met; and (b) a lifeguard is on duty.
- G. Trips to water parks are allowed if the trip leader obtains and reviews information on the safety procedures employed by the water park and this information is shared with students and staff as part of the safety procedures and follows all other requirements of the policy.
- H. Provisions must be made to accommodate students with disabilities participating in field trips.
- I. Permission slips, signed by the parent/guardian, are necessary whenever the trip requires students to leave the school grounds. Verbal permission from parents/guardians over the telephone will not be accepted. In an emergency situation, permission may be accepted by e-mail, only when specifically requested by an administrator/administrator's representative after speaking with the parent/guardian.
- J. Students who do not attend a trip shall be given an alternative educational plan for that day.
- K. Trips over 100 miles one-way and/or overnight trips require approval by the Superintendent at least at a minimum 2-6 weeks in advance. Exceptions may be made at the discretion of the Superintendent.
- L. Appropriate sleeping accommodations shall be made available to students on overnight trips. All chaperones need to be approved by the director/administrator. Chaperones must remain on site when students are involved in an overnight activity.

- M. Although private automobiles are an approved means of field trip transportation, they are not recommended and should not be the primary mode of transportation. If private automobiles are to be used for field trips:
  - a. Parent/guardians must be informed that the students are traveling by private cars.
  - b. The number of students cannot exceed the number of seatbelts provided.
  - c. The driver of the private car must give to the building principal a completed form containing:
    - i. The make, age and condition of the car.
    - ii. The name of the agent carrying his/her insurance and the insurance coverage with minimum coverage of \$300,000.
    - iii. A copy of the Proof of Insurance card must also be provided.
    - iv. All drivers are required to sign a written statement verifying the above.
    - v. A maximum number of students that can safely be transported in the car.
  
- N. It is the responsibility of the parent to make the teacher/chaperone aware of any on-going medical problems a student might have and to supply emergency telephone numbers in the event of an emergency or illness.
  
- O. School policies regarding behavior shall be enforced on all trips.

Authorized organizations are approved by the superintendent of schools provided that the organization and individual adheres to best practices for water-based safety.

Cross Reference: IICA – Field Trips and Excursions

Approved: June 17, 1996  
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