

RSU #63

- a. **NEPN/NSBA Code:** IJOA
- b. **Title:** Field and Class Trips
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 03/28/2022 RSU #63
- f. **Previously Approved:** 03/23/2015
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Policy Committee
- i. **Date Reviewed:** 03/08/2022 Policy Committee
- j. **References:** Policies: AD, ADF, KE, and EEAF

k. Narrative:

I. Field Trips:

The intention of field trips is to allow students experiences that provide them with insight, information, or knowledge, which cannot be adequately developed through regular classroom instruction. As such, field trips become a part of the curriculum, and are as essential to the instructional process as textbooks, equipment, and other instructional devices. Field trips will be established within the regular school curriculum and must be tied to the Maine Learning Results.

- A. Principals and the transportation director must approve all field trips. The Request for Approval must include:
 - 1. Destination.
 - 2. Information specifying participating students and the basis for their participation. Students may be excused for disciplinary reasons.
 - 3. Names of school personnel to attend along with any additional chaperones.
 - 4. Specific reference to the curriculum.
 - 5. Source of payment for the trip for students and participating adults.
 - 6. Method of transportation.
 - 7. Beginning and end times and dates.
 - 8. Any other pertinent information.
- B. Parents and guardians must sign permission slips for students participating in advance of the event.
- C. The individual(s) responsible for the field trip will submit a list of participants to

the school nurse in a timely fashion to allow any special medical problems and/or precautions to be addressed.

- D.** American Disability Act compliance accommodation will be made upon request.
 - E.** The cost of a driver and fuel will be covered by the district.
 - F.** Field trips require at least two weeks advance notice and the individual(s) responsible for the trip will consult with the director of transportation/facilities concerning the availability of transportation.
- II.** Class trips, such as the 8th grade class trip, provide an opportunity for students to develop socially and to celebrate school experiences. Class trips need not be specifically related to school curriculum.
- A.** The superintendent and the appropriate school principal must approve all class trips. The following information must be provided for that approval:
 - 1.** Specific purpose and destination.
 - 2.** The names of participating students.
 - 3.** The names of school personnel to attend along with any additional chaperones.
 - 4.** Method of transportation.
 - 5.** Beginning and end times and dates.
 - 6.** Any other pertinent information.
 - B.** Parents and guardians must sign permission slips for students participating in advance of the event.
 - C.** The individual(s) responsible for the class trip will submit a list of participants to the school nurse in a timely fashion to allow any special medical problems and/or precautions to be addressed.
 - D.** Parents/guardians will pay the cost of class trips. Part or all of the cost may be covered by fundraising activities and/or donations. With the approval by the RSU #63 Board of Directors (the Board), the cost of a driver and fuel may be covered by the RSU #63 District (the District), funds permitting.
 - E.** If district transportation is planned, the individuals responsible for planning the class trip must contact the director of transportation/facilities at least two weeks in advance to ensure the availability of vehicles and driver(s).