

OVERNIGHT FIELD TRIPS

When students are engaging in school-sponsored overnight field trips, they are responsible to the Biddeford School Department. School personnel assigned to their supervision serve in loco parentis.

The following is a list of guidelines that must be followed by building administrators/Field Trip Coordinator(s) when requesting approvals for overnight field trips:

- A. First Reading: A presentation will be made to the School Committee on the overnight field trip by the building Principal/Field Trip Coordinator(s). The School Committee will be provided with the information contained in this policy at this reading. A preliminary vote to approve the overnight field trip will be taken.
- B. Provide the minimum number of chaperones as follows:
 - 1. 1 staff/teacher per every 25 students
 - 2. 1 chaperone per every 8 students
- C. For any co-ed overnight field trip, you must ensure that both genders are proportionally represented (example – for every 8 female students, there will be 1 female chaperone, etc.)
- D. Background checks will be required for chaperones on overnight trips.
- E. Overnight field trip permission and medical release forms must be signed by parent/guardian and student.
- F. Second Reading: Final presentation to the School Committee, to include the official chaperone list, alternates list, and any additional information requested by the School Committee from the First Reading. A vote to approve the overnight field trip will be taken.
- G. On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator.
- H. The principal shall have the right, after conferring with the field trip coordinator(s) and the student, to exclude a student from the activity if said student's prior demonstrated behavior is deemed to pose a risk to the success or safety of the field trip.

- I. Cancellation Policy: The Superintendent and the School Committee reserve the right to cancel an approved overnight field trip up until the time of departure. In the event of a cancellation, the school system is not responsible for any expenses incurred. The individuals coordinating the trip need to ensure that all parties are aware of this policy.

Adopted: January 25, 2005

Revise: July 8, 2008