

FIELD TRIPS AND EXCURSIONS

The Biddeford School Committee recognizes the educational value of school sponsored trips as a means of extending the curriculum as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic competitions.

School- sponsored trips include field trips, competition trips and school sponsored excursions.

FIELD TRIPS

A field trip is defined as any trip organized and conducted by an employee of the Biddeford School Department as an integral part of the school curriculum. It takes place during the school day (may begin earlier in the day and end later in the day with the approval of the building principal). To be educationally beneficial, a field trip requires thoughtful selection, careful advance planning, and opportunities for students to assimilate the experience during the conclusion of the trip. All students within the class or grade will be eligible to participate. An excursion is any trip organized and conducted by an employee of the Biddeford School Department as a non-essential supplement to the school curriculum.

Teachers and principals are expected to consider the following factors in selection of field trips and excursions:

- A. Relationship and importance of the field trip activity to the adopted curriculum;
- B. Value of the field trip/excursion activity to the particular class group or class groups;
- C. Suitability of the field trip/excursion activity and distance traveled to age level;
- D. Mode and availability of transportation;
- E. Cost and availability of appropriate funding through the school budget or appropriate sources;
- F. Arrangements of meals if applicable;
- G. The amount of school time will be missed by students and staff, and;
- H. The effect on other school programs.

Approval considerations: Field trips must be approved in advance by the building principal. Each request shall be reviewed and permission granted or denied on its individual merit within budgetary limitations.

In addition the School Committee requires:

1. Trip Request forms shall be completed by the teacher and given to their administrator two weeks before departure.
2. A minimum of one adult chaperone is required for groups of up to 10 students K-12 for off school campus grounds. The names of the adults selected must be submitted by

the teachers in advance to the principal for approval. The teacher(s) are responsible for assigning specific duties and responsibilities to the adult supervisors. Chaperones must remain on site of the field trip or excursion. Chaperones must follow the District's Code of Conduct as well as abstain from any prohibitive substances per School Committee policy.

3. Provisions must be made to accommodate students with disabilities participating in field trips.
4. Permission slips, signed by the parent/guardian, are necessary whenever the trip requires students to leave the school grounds. Permission forms signed by the parent/guardian for a student to participate in an ongoing field trips activity will cover the entire year except for overnight trips/excursions. Under certain circumstances, the administrator can obtain permission by other means such as phone calls, email, etc.
5. A student may not participate in a trip if he/she:
 - is subject to a suspension or expulsion at the time of the trip; or
 - if an IEP or 504 Team has concluded that the student cannot safely participate in the trip.

Students participating in field trips must conduct themselves in a manner consistent with School Committee policies and school rules.

Student exclusion from the trip must be approved by the building administrator. Parents must be notified ahead of time if their child is excluded from participating in the trip.

6. No student will be denied the opportunity to take part in a field trip or excursion due to lack of adequate funds.
7. It is the responsibility of the parent to make the teacher/chaperone aware of on-going medical problems a student might have and to supply emergency telephone numbers in the event of an emergency or illness.
8. During the last two weeks of the school year, trips will need to be scheduled with caution because of multiple demands for transportation services. Once approved through the budget process, trips do not require further School Committee approval unless such approval is required under another portion of this regulation.
9. Private cars shall not be used to transport students unless approved in advance by the Superintendent except in the case of an emergency.
10. Parents will be notified at least two weeks in advance of the trip. Notification will include date, time, trip description, during trip participation.

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. The School Committee recognizes that some competition trips are earned through success in qualifying events and do not lend themselves to advance planning. Any competition trip that is outside of those scheduled for the year must be approved in advance by the Superintendent. Approval may be contingent upon availability of funding through the school budget or other sources.

School-Sponsored Excursions

“School-sponsored excursions” are trips that are organized and conducted by an employee of the Biddeford School Department as a non-essential supplement to the curriculum, a class social activity, or an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel.

The School Committee must approve in advance all overnight or foreign trips. Same-day short-distance excursions may be approved by the Superintendent/designee or building principal.

Staff or administrators seeking approval for school-sponsored excursions must furnish the following information:

- A. Objectives of the trip and anticipated outcomes;
- B. Specific learning or social activities to be experienced;
- C. Number and grade(s) of students;
- D. Criteria for selecting students;
- E. Maximum number of students who may participate;
- F. Cost per student, including funds requested from District and from individual students;
- G. Fundraising plans (if applicable);
- H. Transportation arrangements;
- I. Itinerary;
- J. Arrangements for meals and lodging;

- K. Arrangements for adult supervision/chaperons, with a minimum ratio of 1:10;
- L. Plans for safety and emergencies;
- M. Plans for communicating information to parents and obtaining parental permission; and
- N. Accountability for student conduct.

Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies.

Students participating in field trips are expected to conduct themselves in a manner consistent with School Committee policies and school rules. Students who violate School Committee policy or school rules will be subject to disciplinary consequences.

Non-School-Sponsored Trips and Excursions

Travel that is not an extension of the instructional program and has not been approved as a school-sponsored trip by the Superintendent, building principal or School Committee in compliance with this policy will be considered a non-sanctioned trip or excursion.

Non-school-sponsored trips are any trips or excursions organized by Biddeford School Department employees, parents, students, non-school groups, community members, or others acting independently of the schools. These trips involve students on a voluntary and self-supporting basis, are not approved by the School Committee, and are not part of or associated with the curriculum, co-curricular, or extracurricular activities.

All responsibility for non-sanctioned trips and excursions lies with the individual(s) or group(s) organizing them. The School Committee accepts no responsibility for non-school-sponsored trips or excursions, and organizers should be aware that such trips or excursions are not covered by the School Department's liability insurance.

To minimize the impact of these trips on the instructional program and operation of the schools, the School Committee strongly encourages organizers/sponsors to schedule non-sanctioned trips during weekends and/or vacation periods. If travel arrangements result in missed school days, normal procedures for staff and student absences will be followed.

Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants may do so in accordance with the School Committee's facilities

use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with School Committee policy. Non-school-sponsored trips and excursions must not be represented as school functions or as related to, or an extension of, the School Department's instructional, co-curricular or extracurricular programs.

While private activities of staff cannot be regulated by the school, it is the responsibility of any staff engaging in such trips or activities to notify the parents of the participating students that this is not a school activity, but a private volunteer excursion undertaken by that teacher or other staff member.

Cross Reference: EEBB – Use of Private Vehicles on School Business
KHB – Advertising in Schools
EEAF- R Charter/Trip Regulations
EEAF- R2 Overnight Field Trips

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