

STUDENT TRIPS

The MSAD #56 Board of Directors recognizes the importance of school-sponsored trips as a means of reinforcing and supplementing the basic curriculum and classroom instruction, and as a vehicle for encouraging and supporting student participation in academic and athletic competitions.

It is the intent of the Board that all trips be well-planned and organized in order to ensure that:

1. Necessary administrative and Board approvals are granted.
2. Written parental/guardian permission is obtained.
3. Appropriate funding is available.
4. Adequate supervision is provided (at least one adult for every ten children).
5. Appropriate safety measures and precautions are taken.
6. All behavioral policies are followed.
7. Adequate transportation is requested at least 14 days in advance.
8. Plans for emergencies and inclement weather are made.

All out-of-state trips, in-state trips outside a radius of eighty (80) miles (excluding tournaments), overnight trips, and trips outside the United States must be approved in advance by the Board of Directors. Board approval of trips must be received prior to any fund-raising projects.

Written requests (IJOA-R1) for such trips should be submitted to the Superintendent of Schools for inclusion on a regular Board agenda two months prior to a regular Board meeting. A written report (IJOA-R2) on the trip must be submitted to the Superintendent of Schools within two working days of the trip.

“Field Trip” means any trip organized and conducted by an employee of MSAD #56 as an integral part of the school curriculum.

“Competition Trip” means any trip that involves students competing with other students, either in academics or athletics.

“Excursion” means any trip organized and conducted by an employee of MSAD #56 as an enrichment to the school curriculum.

In-state field trips, competition trips, and excursions, excluding tournaments, that are within a radius of 80 miles and do not involve an overnight stay must receive prior approval from the principal and/or the Superintendent/Superintendent’s designee.

“Non-Approved Trips” are trips involving employees of MSAD #56 who plan trips on their own. An

example would be a trip to a foreign country that is not part of an established exchange program. Such trips will not be covered by the district's liability insurance. It is the responsibility of the employees to make clear to students and their parents/guardians that any non-approved trip has no connection with the schools and is not approved by the Board or the administration.

The Board recognizes that occasionally extraordinary circumstances may make it impossible to get timely Board approval. In those cases, the Superintendent of Schools is authorized to give approval for the trip if, in his/her judgement, the trip will provide an extraordinary learning opportunity for students.

CROSS REFERENCE: EEAFA, Extracurricular Transportation
 EEAG, Student Transportation in Private Vehicles
 IJOA-R1, Request for Board Approval of Student Trips
 IJOA-R2, Report on Student Trips

ADOPTED: April 8, 1986

REVISED: April 12, 2005

Code changed June 17, 2003 per the Policy Committee.