

FIELD TRIPS AND EXCURSIONS

Definitions

Any trip organized or conducted by an employee for students of RSU 19 shall be considered as a field trip or excursion unless the employee can establish to the satisfaction of the principal that the school unit is in no way responsible for such trip.

- A. A field trip shall be construed to mean any trip organized or conducted by an employee of the school unit as an integral part of the school program. Examples include class trips to the theater, to historical sites, or to local business or industry. Field trips must be completed within one day, preferably during normal school hours.
- B. An excursion shall be construed to mean any trip organized or conducted by an employee of the school unit as a nonessential supplement to the school program. Examples include trips by school-sponsored clubs, student exchange programs, and trips planned through the school for special interest groups outside of school hours.

Approval

All field trips and excursions must be approved, in advance of any advertising of such trip or excursion, by the principal.

- A. Approval shall be based upon a written plan submitted to the principal by the sponsoring employee. Such plan shall include:
 - 1. Educational objective of the trip;
 - 2. An itinerary, including estimated times of departure from and returned to the school;
 - 3. Modes of transportation;
 - 4. Provisions for food and lodging;
 - 5. An emergency plan for sudden illness or injury;
 - 6. Provisions for adult supervision; and
 - 7. Estimated expenses:
 - a. For field trips there shall be no direct cost to students participating; and
 - b. For excursions, direct payments from the students or their parents may supplement school unit funds, gifts, and proceeds from fund-raising activities. However, it is the intent of RSU 19 that every reasonable opportunity be given students to participate in appropriate excursions without limitation because of economic situations.

- B. A list of participants (names and grades of students) shall be forwarded to the Principal's Office for the duration of each field trip or excursion as an aid to locating students in an emergency.
- C. School-sponsored trips and excursions, including co-curricular organizations and interscholastic athletic teams, generally should be limited to 50 miles one way from the Central Office. However, upon the request of the principal, the superintendent may approve trips outside of travel limits or out-of-state trips. The superintendent shall report upon all approvals of out-of state trips at the next regular meeting of the school board.
- D. All excursions or trips shall be approved by the parent or guardian for the student to participate.

Permission Slips

Written permission must be obtained from a parent/guardian for each student prior to participation in any excursion. Written notice should be given to parents for field trips which require transportation of students or which extend beyond normal school hours.

The school board reserves the right to require, at the discretion of the superintendent, the filing of a waiver of liability signed by a parent/guardian releasing school employees, the school board, and the school unit from liability on any matter connected with field trips or excursions,

Any student for whom permission is not obtained for an excursion shall participate in appropriate alternative activities within the school during normal school hours.

Non-Approved Trips

Any employee who is involved with a trip that is not subject to approval under this policy should clearly understand that the participants in this trip may in no way identify their trip with the school or RSU 19. Such employees should understand clearly that they are on their own insofar as any liability claims are concerned. It is the responsibility of such employees to make clear to the students and their parents that such a trip or activity has no connection with the school and is not subject to the approval of the school board or its administration.