

## FIELD TRIPS AND EXCURSIONS

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

### School-Sponsored Trips

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

### Field Trips

“Field trip” means a trip that takes place during the school day and is organized and conducted by a Milford School Department employee as a means of accomplishing particular curriculum objectives. To be educationally beneficial, a field trip requires thoughtful selection, careful advance planning, and opportunities for students to assimilate the experience during and at the conclusion of the trip. All students within the class or grade will be eligible to participate.

### **Field Trips must be approved, in advance, by the building principal.**

Teachers and principals will be expected to consider the following factors in planning and approval of field trips:

- A. Objectives of the proposed trip and the anticipated learning outcomes;
- B. Specific learning activities to be experienced during the trip;
- C. Suitability of the activity and distance traveled to the age of students;
- D. Mode and availability of transportation;
- E. Arrangements for meals (if applicable);
- F. Availability of funding through the school budget or other appropriate sources;
- G. Potential participation rate of students involved.

In addition the Committee requires that:

- A. Parents/guardians give written permission for field trip participation;
- B. Students and parents may be responsible only for minimal incidental expenses;
- C. School bus transportation will be used when arrangements can be made to do so without disrupting regular school bus schedules;
- D. Arrangements for adult supervision/chaperones, with a minimum ratio of 10-1; and/or multiple adult leadership and/or lower ratios may be required depending on type of activity. Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies; and
- E. Students participating in field trips conduct themselves in a manner consistent with Committee policies and school rules.

### **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 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.

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

### **Other School-Sponsored Trips**

“Other School-sponsored trips” are trips that are organized and conducted by one or more employees of the Milford School Department as a supplement to the curriculum, a class social activity, or an activity planned by a student club or organization. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

School-sponsored trips and excursions, including co-curricular organizations and interscholastic athletic teams, generally should be limited to the State of Maine. However, upon the request of a Principal, the Superintendent and School Committee may approve out-of-state trips when in the judgment of the Superintendent, appropriate educational, competitive, participatory opportunities are not available within the State.

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

- A. Objectives of the trip and anticipated outcomes;
- B. Specific learning activities to be experienced;
- C. Itinerary;
- D. Number and grade(s) of students;
- E. Criteria for selecting students;
- F. Maximum number of students who may participate;
- G. Cost per student, including funds requested from the Milford School Department and from individual students;
- H. Fundraising plans (if applicable);
- I. Transportation arrangements;
- J. Arrangements for meals and lodging;
- K. Arrangements for adult supervision/chaperones, with a minimum ratio of 10-1; and /or multiple adult leadership and/or lower ratios may be required depending on type of activity or grade level. Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies;
- L. Plans for safety and emergencies;
- M. Plans for communicating information to parents and obtaining parental permission; and
- N. Accountability for student conduct.

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

**Non-approved Trips:**

Any employee of the Milford School Department 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 the School Department. 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 Milford School Committee or its administration.

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