

## **FIELD TRIPS AND EXCURSIONS**

Field trips and excursions are an organized and integral part of the instructional program that takes place outside the regular classroom and requires leaving school grounds. Field trips and excursions are accepted as an important resource that contributes to a strong program of instruction in many areas of the curriculum.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips:

- (a) value of the activity to the particular class group or class groups;
- (b) relationship of the field trip activity to a particular aspect of classroom instruction;
- (c) suitability of the activity and distance traveled in terms of the age level;
- (d) mode and availability of transportation; and
- (e) cost.

Extra-curricular trips are all trips that do not replace regular classroom instruction and may require significant fundraising or out-of-pocket expenses and may not include all students.

There are two classes of field trips: (1) local and (2) longer trips, which include overnight and out-of-country field trips. In addition, there are non-sanctioned trips and excursions. Any trips that have not been approved by the Superintendent of Schools or the Wells-Ogunquit C.S.D. School Committee will be considered non-sanctioned trips or excursions.

With the exception of the individual organizing the trip, all free trips, rebates, credits or other incentives will be used to reduce the cost of all those attending.

### Local trips must:

1. be approved by the Principal or designee,
2. demonstrate relevance to curriculum objectives,
3. have a minimum one-to-ten ratio of adult chaperones to students (unless otherwise authorized by the principal),
4. have written parental consent for the student's participation, and
5. be established within the regular curriculum of the District and be fully funded through the operating budget of the District through services available to the administration including grants and contributions from groups and organizations or foundations or through voluntary parent contributions. No student will be excluded from a field trip for financial reasons.

Equal opportunities for educational experiences and proper supervision shall be supplied for any student whose parent/guardian does not wish to participate in a field trip.

### Overnight and Out-of-Country Field Trips:

The above field trips require School Committee approval for each trip, including recurring trips, and organizers must furnish the following information:

1. Objectives of the proposed trip and the anticipated learning outcomes,
2. Specific learning activities to be experienced during the trip,
3. Number and grade(s) of students,
4. Explanation of the criteria for selecting students,
5. Maximum number of students who can go if the trip is fully enrolled,
6. Formula, if any, for financial assistance including how much will be fund-raised,
7. Cost per pupil,
8. How much money will be fund raised and how much contributed by student,
9. Explanation of how the funds will be raised,
10. Transportation to be used,
11. Itinerary,
12. Date(s) of trip,
13. Times of departure and return,
14. Arrangement for meals and lodging,
15. Names of proposed adult chaperones (minimum one-to-ten ratio required),
16. Plans for providing parent/guardian and chaperones with information,
17. Plans for emergencies,
18. Plans for inclement weather,
19. Plans for parental approval, and
20. Plans for student's accountability for behavior.

#### Non-Sanctioned Trips and Excursions:

Travel that is not an integral part of the instructional program and has not been approved (sanctioned) by the Superintendent of Schools or the Wells-Ogunquit C.S.D. School Committee in compliance with this policy will be considered a non-sanctioned trip or excursion.

Non-sanctioned trips are any trips or excursions organized by District employees, parents, non-school groups, community members or others, acting independently of the District. These trips involve students on a voluntary and self-supporting basis, are not approved by the Wells-Ogunquit C.S.D. School Committee, and are not part of or associated with the curriculum, co-curricular, or extra-curricular activities. All responsibility for non-sanctioned trips and excursions lies with the individual(s) or group(s) sponsoring and organizing them.

To minimize the impact of these trips on the instructional program and the operation of the schools, the Wells-Ogunquit C.S.D. 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.

Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants must submit a request following the same procedures required of other individuals or non-school groups requesting use of school facilities or wishing to distribute literature. Recruitment is prohibited during instructional time and during the employee's workday.

Non-sanctioned trips must not represent themselves as school functions or as related to, or an extension of, instructional, co-curricular or extra-curricular programs.

The following items shall be taken into consideration by staff when planning a field trip or excursion which may include a special education student:

1. Is special transportation required?
2. Are there any physical barriers associated with the facility to be visited? (stairs, ramps, rough terrain, water, subways, trains - can a ramp grade accommodate an electric wheelchair?)
3. Does an adult supervisor know how to disconnect the wheelchair motor?
4. Does the student demonstrate limitations in endurance? ( - distance to walk or move, - time (does duration of the trip need to be considered?), - attention span)
5. Does the activity require modification for the child's participation or enjoyment?
  - visual – consider seizure-inducing visual stimuli
  - hearing – auditory trainer, position to speaker
  - seating - need for chair vs. benches, floor seating
  - proximity to peers – during transportation, movement around site, event speaker, is venue wheelchair accessible?
  - communication
6. Are there special dietary needs? Food precautions?
7. Are there toileting needs?
  - handicapped accessible?
  - physical assistance?
  - frequency?
  - availability of necessary equipment (Depends, sani-wipes, catheter, extra clothing, gender neutral facility)
8. Are there medication needs?
  - dosage and time of dispersal, with specific instructions
  - special additions to first aid kit
  - protocol for allergic reactions
9. Are extra chaperones necessary for the trip? Does the student require 1-1 assistance?
10. What are the medical contingency plans? (closest hospital, cellular tele-phone, emergency contacts)

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