

## STUDENT TRAVEL AND FIELD TRIPS

### Purpose

The Cape Elizabeth School Board recognizes that the educational program for students can be enhanced through the wise use of off-campus experiences. The objectives for all student trips are to be clearly defined (including benefits and costs) and consistent with the objectives of the class or activity of the school or Department.

### General Policy Guidelines

1. All student travel must be approved and recommended by the principal (or, in the case of athletic trips, by the athletic administrator) after safety, supervision and educational justification or connection to school activities has been verified.
- ~~1.2.~~ Out-of-state trips within 125 miles, one-way and in-state trips requiring no more than one night's stay must also be approved by the Superintendent.
- ~~2.3.~~ School employees are not to solicit students to participate in any commercial or non-school sponsored trip without advance approval in writing from the Superintendent or his designee.
- ~~3.4.~~ Out of state trips or trips of a distance greater than 100 miles should not be requested if comparable experiences are available closer to home. Students are not to remain overnight if it is practical to return home.
- ~~4.5.~~ Whenever students travel, there shall be adequate and mature supervision to provide for the safety of students.
- ~~5.6.~~ Extended trip planning should be started as far as possible in advance of the trip to permit adequate time for students to earn the necessary funds. Parent information is required for overnight travel.
- ~~6.7.~~ No student will be subjected to pressure to participate in school-sponsored travel activities except for competitions, events, and performances that are integral to membership on an athletic or other extracurricular team or club and pre-season, athletic scrimmages, provided the cost of such events, contests and performances are not borne by the student or the student's family. If a team has been selected, all team members must be invited to participate. If the team has not been officially selected, the trip must be made available to all students interested in being a member of that team. Subject to the exceptions described above, non-participation in student travel may not result in loss of credit, removal from a team or any other negative consequence to students.

### Special Circumstances

In certain circumstances, for example, trips of short-duration and high-frequency, involving junior and senior students only, within a 10-mile distance from the high school, students may drive themselves or car-pool with other students provided this method of transportation is specifically disclosed to and approved in writing by parents. Such arrangements are an exception to this policy and must be approved by the Principal with notice to the Superintendent. Factors that will be considered in determining whether approval will be granted for such trips are: 1) the distance from school; 2) the number of students involved; 3) the feasibility and cost of school bus transportation; 4) the age of the students; and 5) the frequency of the trips.

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### SCHOOL SPONSORED TRIPS – ACADEMICS, EXTRA-CURRICULAR & ATHLETIC

#### Cost of Travel

The cost of travel shall be kept as low as reasonably possible without compromising the safety of the students and chaperones involved. No student at any grade level shall be denied participation due to lack of funds.

#### Approval of Travel

##### **Parent Approval**

Parents/guardians should be given adequate notice prior to any student travel and must give written approval for all travel. A parent/guardian consent form may be signed at the beginning of each school year giving permission for students to participate in all regularly scheduled local field trips. Overnight trips require a **separate consent form** that is specific to the particular trip. Overnight trip consent forms must include the nature of all of the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, any specific medical needs and conditions, and permission to provide emergency medical care. The Field Trip/Medical permission slip shall be taken on the trip by the sponsor.

##### **Travel Requiring Principal Approval**

All travel must first be approved and recommended by the principal or, in the case of athletic trips, the athletic administrator. The principal and athletic administrator are permitted to approve in-state day trips (no overnight stays) without the endorsement of the Superintendent or School Board.

##### **Travel Requiring Superintendent Approval**

Out-of-state trips within 125 miles, one-way, must be approved by the Superintendent. In-state extracurricular trips requiring no more than one night's stay must also be approved by the Superintendent. The School Board will be notified of all travel approved by the Superintendent at their next scheduled meeting. Travel requests needing approval from the Superintendent or Board should be submitted at least two months in advance of the trip.

##### **Travel Requiring School Board Approval**

Board approval is required for out-of-state trips farther away than 125 miles, one-way; for curricular trips requiring an overnight stay; for all trips requiring more than two nights or more overnight stay; and for all trips requiring a per-student cost or fund-raising of \$500 or more. The Board reserves the right to require travel insurance for all approved trips.

## **STUDENT TRAVEL AND FIELD TRIPS**

### **Student Eligibility for Travel and Conduct of Participants**

Students who travel under the name of the school and adults who supervise that travel become role models for others and help establish and maintain the reputation of the school and district. Behavior and conduct of students and chaperones fall under the rules and policies of the school, district, and Maine law. Student members of the travel group who violate applicable behavior expectations will not be allowed to participate in future trips for the remainder of the school year. In the case of serious violations raising safety or health concerns, the staff member shall immediately consult with the principal to determine one of the following responses: 1) contact the parents/guardians and require the parents/guardians to pick up the student, 2) send the student home by public carrier with a chaperone or in a vehicle driven by a chaperone, after notifying the parent of the travel plans.

### **Travel Safety**

#### **General**

The safety of participants is the primary concern when travel occurs. Schools are to provide clear safety instructions to students and chaperones prior to leaving for a travel experience and review safety instructions periodically during extended travel experiences. Travel planning should include consideration of weather conditions and provide for cancellation or extended travel time in the case of inclement weather conditions. Except when taking school or charter buses, all passengers must wear seat belts while traveling under the approval of the Cape Elizabeth School Department.

#### **Transportation**

Only under the conditions described in "Special Circumstances" on page 1 above is travel approved with student drivers. Otherwise, students are not approved to drive other students to, from or during school-sponsored field trips.

All in-state trips must generally be by school bus or licensed carrier. However, the student may travel with his/her own parent provided the parent assumes all legal liability associated with personal transportation. With the approval of the Principal, in the case of trips within ten miles of school, with six or fewer students, staff may transport students in private, rental, or Department-owned vehicles. All staff driving vehicles transporting students to or from a school activity must have satisfactorily completed a license and background check conducted by Community Services.

All drivers of private vehicles carrying students on approved trips must sign the **Cape Elizabeth School Department Authorization to Transport Students** form, providing evidence of a current driver's license in good standing and automobile liability insurance of at least \$1 million. All drivers of rental vehicles must obtain insurance through the rental company. All trips shall be planned to minimize danger through wise choice of roads and decreased speeds.

## **STUDENT TRAVEL AND FIELD TRIPS**

No student of any age should travel anywhere alone with a staff member or parent, other than his/her own parent except with prior written approval by the student's parent and a school administrator.

Extended travel should not be initiated after 11:00 pm and should end prior to midnight, unless it takes place on a commercial carrier.

### **Supervision of Students**

Students should never be left behind and/or unsupervised while under the custody of the Department. One adult for each twelve students is recommended supervision for day trips. Whenever students participate in overnight trips, the following supervision is required: one adult per ten students (elementary level); one adult per twelve students (secondary level), with the number of adults rounded up to the nearest whole number. Chaperones will be approved by the principal. Before any overnight trip, the trip organizer is responsible for holding a meeting with chaperones to review trip guidelines, including guidelines around curfew, bed check, emergency information forms, confidentiality, student and chaperone behavior, supervision, and permitted and non-permitted items. Mixed groups of male and female students should have the benefit and protection of male and female adult supervisors. The adult chaperones should be parents of the students, or school staff. Other chaperones (if used) must be over age twenty-one. Chaperones shall not share private sleeping rooms, such as motel rooms, with students other than their own children.

### **Emergencies and Accidents**

In case of an emergency occurring during the trip, the chaperone is authorized to make those adjustments necessary to insure the safety and well-being of the students and will immediately report the emergency to the principal of the school. All circumstances related to any accident will be documented and reported in writing to the Department business administrator.

### **Insurance**

Approved trips are covered by the school Department's liability insurance. However, as part of the approval process the Board or Superintendent may require additional travel insurance to protect the financial status of the Department and to help families cover expenses should accidents occur.

### **Travel Conditions**

Travel shall not be approved if unsafe conditions exist. If unsafe conditions arise after travel has been approved, travel shall be cancelled or changed accordingly. Thus, prior to departure on a trip, the Principal, Superintendent and/or Board reserve the right to conduct a safety review of the trip and to cancel the trip if conditions warrant such action. Unsafe conditions include, but are not limited to, adverse weather conditions, outbreaks of serious, communicable diseases and actual or threatened violence or terrorism. Should a trip be cancelled due to safety concerns, the school and/or Department will not

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reimburse travelers for unrecoverable lost fees. Therefore, the Department encourages travelers to secure cancellation insurance (at their own expense) to provide protection against possible trip cancellation.

**NON-SCHOOL SPONSORED TRIPS -**

Private trips are not activities of the Cape Elizabeth School Department, and the Department assumes no liability for such trips. If a staff member organizes a private trip unconnected to school, the Cape Elizabeth School Department will neither approve nor disapprove the trip. Responsibility rests with the staff member and the travel agency involved in the planning of the trip. To safeguard the Department from liability, the following procedures shall be followed:

1. Classroom time shall not be used to organize or participate in privately-sponsored trips.
2. The use of school facilities and the promotion and advertisement of the trip shall conform to the Department policies and guidelines for community use of school facilities.
3. Staff members shall not use school equipment or materials in planning or promoting a privately-sponsored trip.
4. All materials developed to advertise the trip shall clearly inform parents that the trip is not sponsored by the Cape Elizabeth School Department.
5. There shall be no relationship between involvement in the trip and course grades or credit.
6. The Board recognizes that travel may impact other programs, services, and the general operation of the schools. To minimize the impact, the Board does not approve absences for non-sanctioned trips that require staff to miss workdays.

CROSS REFERENCE: JICC – Student Conduct on School Buses  
~~JICC-R – Good Manners and Safety on the School Bus~~  
 \_\_\_\_\_  
 \_\_\_\_\_ (Administrative Guidelines)  
 IHOA-R - Student Travel and Field Trips Guidelines  
 IJOB - Athletic Policy-Athletic Trips  
 \_\_\_\_\_ Overnight Trip Consent Form (?)  
 \_\_\_\_\_ School Department Authorization to Transport Students form (?)

ADOPTED: October 10, 2006  
 Revised: June 10, 2008



## STUDENT TRAVEL AND FIELD TRIPS GUIDELINES

### Guidelines for Board and Superintendent Approval of Extended Travel

While the Department administration and the School Board recognize the educational value of off-campus experiences, it should not be assumed that making application for travel approval means the travel will always be approved. The Board and Superintendent expect that any application for extended travel has sound educational justification and meets the high expectations of the Department for student safety and financial equity.

Groups are more likely to gain travel approval if:

1. There is high educational value
2. The cost per student is not excessive
3. Minimal school time is missed
4. There are not equivalent opportunities that are closer and less expensive
5. Safety concerns have been addressed
6. Adequate insurance is built into the plan
7. There is a high degree of student and parent support
8. There is adequate time and methods to earn money for the trip
9. There is no pressure placed on non-participating students who are members of the group
10. The group has been reasonable in its previous travel requests (location and cost) and has had success in previous travel (i.e., not problems)

Overnight trips require a separate consent form that is specific to the particular trip. Overnight trip consent forms must include the nature of all of the activities in which the student will participate. They must also include permission to participate signature line(s), emergency contact telephone numbers, any specific medical needs and conditions, and permission to provide emergency medical care. The Field Trip/Medical Permission Slip shall be taken on the trip by the sponsor.

#### CROSS REFERENCE:

- IHOA – Student Travel and Field Trips
- JICC – Student Conduct on School Buses
- ~~JICC-R – Good Manners and Safety on the School Bus (Administrative Guidelines)~~
- DF - Fundraising
- DF-R - Fundraising Administrative Procedures

ADOPTED: June 10, 2008

**ATHLETIC POLICY**  
**Athletic Trips**

The Cape Elizabeth School Board supports the concept of extended athletic competition both within Maine and outside of Maine when appropriate. The School Board encourages teams to limit trips to the New England area and it is expected that students will not miss school time for an athletic trip. It is the policy of the Cape Elizabeth School Board to require all athletic teams to request permission of the Board before pursuing any overnight, out of state trip if the trip occurs during the school year or sports season.

Furthermore, the School Board requires that the request be reviewed by the School Board one month prior to the final decision of the Board. All requests should be made through the office of the Athletic Administrator. School Board approval is required prior to the initiation of any fundraising activities.

Every trip should have a clear purpose and an explanation of benefits and costs. If the team has been selected, all team members must be invited to participate. If the team has not been officially selected, the trip must be made available to all students interested in being a member of that team.

The individual athletes who have qualified for a New England or National caliber competition due to their performance will be supported within the limits of the budgeted amounts.

**CROSS REFERENCE:** IHOA-Student Travel and Field Trips

**ADOPTED:** October 8, 2002

**REVISED:** September 13, 2005

**Athletic Trip Request Form**

Name of Athletic Team: \_\_\_\_\_

Coach Making Request: \_\_\_\_\_

Date(s) of Proposed Trip: \_\_\_\_\_

Purpose/Benefit of trip: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Trip Location/Itinerary: \_\_\_\_\_

Cost: \_\_\_\_\_

Possible Fundraising Activities: \_\_\_\_\_

Supervision: Number of Chaperones (School & Parent): \_\_\_\_\_

Do all athletes have equal opportunity to attend (participate)? \_\_\_\_\_

Please explain the cost of the trip in relation to the expected benefit:

Signed:

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Athletic Administrator

ADOPTED: October 8, 2002



## Field Trip Authorization Form

Name of Group/Team:

Faculty/Staff member Making Request:

Date(s) of Proposed Trip:                      # of School Days:                      # Nights Away:

Destination:    Distance (one-way):

Purpose/Benefit of Trip:

Transportation Arrangements:

# Students:                      # Chaperones:                      School Staff:                      Parents/Other:

Arrangements for Mixed Gender Supervision:

Cost Per Student:

Description of any Fundraising:

Do all members of the group/team have an opportunity to participate?

If "no," describe circumstances:

### For overnight trips

All parent/other chaperones have attended volunteer training:

Date and time of pre-trip chaperone meeting:

### For out-of-country trips

Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted):

### Approvals:

Principal or Athletic Administrator _____	Date _____
Superintendent _____	Date _____
School Board _____	Date _____

Authorization Authority: Principal/AA: in-state day trips; Superintendent: out-of-state trips w/in 125 miles, in-state trips requiring one-night stay; School Board: out-of-state trips beyond 125 miles, trips requiring 2 or more overnights; trips costing \$500 or more per student

**CLASS / GROUP:**

**TRIP NAME:**

**TEACHER / STAFF TRIP LEADER:**

**DATE(S) OF TRIP / DESTINATIONS / TIMES**

DATE:

DESTINATION:

ANTICIPATED DEPARTURE TIME:

ANTICIPATED RETURN TIME:

# STUDENTS ATTENDING: \_\_\_\_\_ # CHAPERONES (INCLUDING LEADER) \_\_\_\_\_

TRANSPORTATION WILL BE BY: \_\_\_\_\_

DRIVER (IF OTHER THAN SCHOOL BUS DRIVERS OR COMMERCIAL CARRIER):

\_\_\_\_\_  
\_\_\_\_\_

IN AN EMERGENCY, HOW CAN GROUP LEADER BE CONTACTED: \_\_\_\_\_

**OTHER THINGS YOU SHOULD KNOW:**

**FOR TRIPS INVOLVING OVERNIGHTS:**

**WE WILL BE STAYING AT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**PROVISIONS FOR MIXED GENDER SUPERVISION:** \_\_\_\_\_

**PRE-TRIP PARENT MEETING FOR TRIP INVOLVING THREE (3) OR MORE  
OVERNIGHTS:** \_\_\_\_\_

**WE WILL HOLD A PRE-TRIP PARENT MEETING AS FOLLOWS:**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **PLACE:** \_\_\_\_\_

**CLASS / GROUP:** \_\_\_\_\_  
**TEACHER/STAFF LEADER:** \_\_\_\_\_  
**TRIP NAME:** \_\_\_\_\_

**PARENT / STUDENT CONSENT**

*I hereby give my permission for \_\_\_\_\_ (son/daughter name) to participate in the field trip(s) named and described above. I acknowledge receipt of the Field Trip Information form for that trip(s). I am comfortable with the arrangements described. I authorize the trip leader(s) to arrange medical treatment in an emergency. I hereby release the trip leader, the field trip(s) chaperones, the school, and the school department ("School"), town of Cape Elizabeth ("Town"), and all of their agents or employees, from any and all claims, liabilities and responsibilities for damages or injuries that my son/daughter may experience during this trip, except only any claims for any damages or injuries that may be sustained as a result of any intentionally harmful acts on the part of the trip leader, the chaperone(s), the Town, the School, or their agents or employees.*

\_\_\_\_\_  
**Parent Signature** \_\_\_\_\_  
**Student Signature (if 18 or older)**

\_\_\_\_\_  
**Date** \_\_\_\_\_  
**Date**

**EMERGENCY CONTACT AND MEDICAL INFORMATION FORM**

**Student Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Emergency Contact Information:**

**1st Parent Contact:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**2nd Parent Contact:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Non-Parent Contact:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Known Allergies / Treatment Protocols:**

\_\_\_\_\_  
\_\_\_\_\_

**Other Medical Conditions:**

\_\_\_\_\_  
\_\_\_\_\_

**Medications:**

\_\_\_\_\_  
\_\_\_\_\_

**Medication or Treatment Restrictions:**

\_\_\_\_\_  
\_\_\_\_\_