

OTHER STUDENT TRAVEL PROCEDURES

Other school-sponsored trips are those that are organized and conducted by one or more employees of RSU No. 5 as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

Participation in such trips is entirely voluntary. There shall be no extra credit awarded for participation and no loss of credit for not taking a trip.

Participation may be limited to students taking courses related to the purpose of the trip or to students who are affiliated with the student club or organization planning the trip.

The Superintendent must approve, in advance, any trips including out-of state travel, all overnight, and foreign trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising.

Staff or administrators seeking approval for school-sponsored trips must furnish the following information at least fifteen (15) days in advance to the Superintendent:

1. Objectives of the trip and anticipated outcomes.
2. Specific experiences to be provided.
3. Number and grade(s) of students.
4. Criteria for student participation.
5. Maximum number of students who may participate.
6. Cost per student, including funds requested from RSU No. 5 and from individual students.
7. Fundraising plans (if applicable).
8. Transportation arrangements.
9. Itinerary.
10. Arrangements for meals and lodging.
11. Arrangements for adult supervision/chaperons, with a minimum ratio of 1 Adult: 15 students.
12. Plans for safety and emergencies.
13. Plans for communicating information to parents and obtaining parental permission.
14. Accountability for student conduct.

Administrator's Approval _____ Date _____

Superintendent's Approval _____ Date _____

Administrative Procedure Adopted: 9/20/11

Administrative Procedure Revised: 4/3/12

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