

RSU 26

FIELD TRIP PROCEDURES

RSU 26 recognizes the educational value of school-sponsored field trips as a means of extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic and social activities and performances that contribute to both individual and positive school culture development. A “field trip” includes any time student(s) go off the RSU 26 campus with a staff member for an organized purpose, other than for after school athletic and extra-curricular activities. Examples include performance rehearsals, walks to the local library, trips to the apple orchard and attending UMaine opportunities. These guidelines below will help you to understand the procedures and tasks that must take place.

RSU 26 POLICIES

The faculty in charge of organizing and facilitating the field trip must review all pertinent RSU 26 Policies prior to submitting the RSU 26 Field Trip Planning and Approval Form to their building principal. Relevant policies include but are not limited to: JLCD-E, IJOA, JLCDA and IJOC.

PAPERWORK

The faculty in charge of organizing and facilitating the field trip must complete the RSU 26 Field Trip Planning and Approval Form. Signatures from the school nurse and special education representative must be acquired before it is submitted to the building principal for approval. Along with the completed form, a roster of student(s) must be included. The form must be completed and turned in for approval within at least two weeks prior to the field trip.

NOTIFICATION

Once approved, the main office administrative assistant(s) will add the field trip information into the school calendar and notify the other building offices if necessary. The information in the calendar will include which student(s) and staff are attending, the destination and when they will leave and return to school. Additionally, the faculty in charge of organizing and facilitating the field trip will send an email to other faculty members who need to know about the trip. The email should include the date, time, location and which students will be attending the trip so that they can plan for their absences accordingly. On the morning of the field trip, the administrative assistant(s) at both OMS and OHS will list the students as on a Field Trip in Web2School, whereas at ASA the classroom teacher will do so.

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MEDIA PERMISSION

Be sure to check on Web2School, and/or with the main office, to ensure all students attending have granted media permission before taking any videos or photographs during the field trip.

PARENT/GUARDIAN PERMISSION FORM

The faculty in charge of organizing and facilitating the field trip will complete the Parent/Guardian Permission Slip to send home with students. Once the forms have been returned you will keep the forms to take with you on the field trip to ensure you have the necessary information and then once returned to school turn them into the main office for record keeping.

TRANSPORTATION

The building principal and administrative assistant(s) will coordinate any transportation needs with the transportation manager by forwarding the approved Field Trip Planning and Approval form to him. Transportation requests must not occur before 8:30 AM and must return by 1:30 PM. Transportation requests outside of this window may not be guaranteed.

LUNCH

Once the Parent/Guardian Permission Slips have been completed with the necessary information, the faculty in charge of organizing and facilitating the field trip will speak to the Food Service Director/Staff and complete the Lunch Request Form.

MEDICAL NEEDS

Once the Parent/Guardian Permission Slips have been completed with the necessary information, the faculty in charge of organizing and facilitating the field trip will speak to the School Nurse to organize required medications and prepare the Field Trip Go-Bag.

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RSU 26 Field Trip Faculty Planning and Approval Form

WHO, WHAT, WHERE & WHEN

DATE OF REQUEST DATE OF FIELD TRIP

SCHOOL

ASA

OMS

OHS

FACULTY CONTACT NAME

CELL PHONE NUMBER

SECOND CONTACT NAME

CELL PHONE NUMBER

GRADE LEVEL/CLASS ATTENDING

DESCRIPTION OF ACTIVITY

ANTICIPATED NUMBER OF STUDENTS & ADULTS ATTENDING

ADDITIONAL CHAPERONES - STAFF & VOLUNTEERS

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MEDICATION ADMINISTRATION REQUIREMENTS

ARE THERE STUDENT(S) THAT REQUIRE MEDICATIONS DURING THE FIELD TRIP?

YES

NO

IF YES, WHO WILL ADMINISTER THE MEDS?

FACULTY MEMBER

SCHOOL NURSE REQUIRED

IS EDUCATIONAL TECHNICIAN SUPPORT REQUIRED IN STUDENT(S) BEHAVIOR PLANS?

YES

NO

IF YES, WHO IS/ARE THE STUDENT(S) REQUIRING THEIR SERVICES?

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ASSOCIATED FEES

Is there a fee included for this trip? Did you budget for it? If not, have you discussed with your building principal how to pay the cost? Is there an additional cost for students to attend?

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TRANSPORTATION

TRANSPORTATION TO _____
(INCLUDE ADDRESS) _____

HOW MANY BUSES ARE REQUIRED? _____

WHEELCHAIR ACCESSIBLE TRANSPORTATION NEEDED? YES NO _____

LEAVE SCHOOL AT _____ ARRIVE AT DESTINATION _____

LEAVE DESTINATION AT _____ ARRIVE BACK AT SCHOOL _____



OFFICE USE ONLY

REQUIRED FOR ALL TRIPS

BUILDING PRINCIPAL SIGNATURE _____ DATE _____

SCHOOL NURSE SIGNATURE _____ DATE _____

SPECIAL EDUCATION REPRESENTATIVE _____ DATE _____

REQUIRED FOR OUT-OF-STATE TRIPS

SUPERINTENDENT SIGNATURE _____ DATE _____

**RSU 26 SCHOOL BOARD MEETING APPROVAL FOR OUT-OF-COUNTRY* DATE _____

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RSU 26 Field Trip PARENT/GUARDIAN(S) PERMISSION SLIP

TODAY'S DATE	CLASS/GROUP ATTENDING
TEACHER(S)	POSITION(S)
DATE(S) OF TRIP	DESTINATION

**FIELD TRIP DETAILS
(INCLUDE THE REASON FOR TRIP, DEPARTURE & RETURN TIMES, ADDITIONAL FIELD TRIP COSTS, ETC.)**

****PLEASE RETURN TO THE TEACHER BY
THE FOLLOWING DATE**

STUDENT NAME (PLEASE PRINT)	GRADE
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PARENT/GUARDIAN(S)	NAME	PHONE NUMBER
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EMERGENCY CONTACT	NAME	PHONE NUMBER
	RELATIONSHIP TO STUDENT	

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LUNCH

_____ Will bring a bag lunch from home

_____ Get a bag lunch from school

MEDICAL/HEALTH INFORMATION

RELEVANT ALLERGY OR MEDICAL INFORMATION

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MEDICAL ALERTS

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DRUG ALLERGIES & SENSITIVITIES

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** Please note students will be required to utilize school transportation to and from the Field Trip. Students will not be allowed to be transported by parent/guardian and/or other personal transportation methods unless prearranged and approved by administration.

I give permission for my student _____ to attend the field trip. I authorize necessary professional treatment in an emergency situation when the above people cannot be reached.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date