

## **FIELD TRIPS**

The District recognizes the educational value of field trips to various areas of interest. These trips are viewed as an extension of the curriculum and, therefore, necessitate adequate planning.

All requests for field trips are to be submitted by teachers to building principals with final approval by the Superintendent of Schools or his designee. Each request for a field trip shall be accompanied by a statement of purpose outlining Maine Learning Results, performance indicators and instructional activities.

To insure proper planning and to provide for the necessary transportation arrangements, requests are to be submitted at least one month in advance. Requests shall be reviewed as soon as possible after receipt, and a written response, indicating approval or disapproval, shall be issued within two weeks. In extraordinary situations, when opportunities arise with little advance notice, field trips may be approved when requests are outlined as required above. Approval for trips shall be received prior to any fund-raising projects and announcements to students and parents.

Certain trips which mesh very specifically with the curriculum may be designated by grade level. These trips shall be listed in the curriculum guide and reviewed annually for their appropriateness by the Administrative Team. Written plans for designated trips may be included in the annual goals and objectives submitted by teachers to principals.

Requests for out-of-state field trips shall be presented in a similar manner to those above with final approval resting with the Board of Directors.

Budgetary considerations may dictate limits on the number of field trips approved. In addition, classes may be requested to raise part or all of the funds necessary for a field trip.

Approved: July 21, 1982

Reviewed: September 2002  
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