

**FIELD TRIP, ENRICHMENT TRIP, AND COMPETITION TRIP
PROCEDURE**

- A. All field trips must have a designated trip leader who is an employee of the Lisbon School Department. The trip leader always has the authority to stop and activity that they deem unsafe or inappropriate for students.
- B. All trips should be planned well in advance, especially if an integral part of the curriculum. The planning should include support services including transportation and school nutrition.
- C. At the very beginning of any field trip there is a meeting with students going over appropriate safety procedures and the assignment and use of a buddy system.
- D. During the last two weeks of the school year, trips will need to be scheduled with caution because of multiple demands for transportation services. Once approved through the budget process, trips do not require further School Committee approval unless such approval is required under another portion of this regulation.
- E. All field trips must be approved in advance by the applicable building administrator and the Superintendent of Schools or his/her designee. They shall also receive School Committee approval if covered under item F below.
- F. Trips over 150 miles one way or overnight trips require School Committee approval 2-4 weeks in advance.
- G. Trips requiring students to leave the State and/or remain away from home overnight must be presented to the Lisbon School Committee for approval prior to arrangements being made by the faculty member involved.
- H. Trips should include at least one teacher/chaperone for every twenty-five students. Additional adult chaperones shall be assigned as needed based on the determination of the administrator.
- I. Field Trip Request shall be completed by the teachers and given to their administrator two weeks before departure.
- J. Teachers, staff and guidance counselors planning field trips must check with the affected staff members to make certain that the planned field trip does not interrupt the teacher's planned instruction.
- K. Requests by guidance counselors for extended field trips will be limited to 2 per semester as long as the affected staff members approve of their students being absent from class.

- L. Each trip requires signed parent/guardian permission forms by the end of the last accepted.

Permission forms signed by the parent/guardian for a student to participate in an ongoing activity will cover the entire season including pre/post-season competitions. These forms must be in the possession of the coach / activity advisor during all competitions. See form IJOA-E.

All students are required to travel to and from out of town contests with the team/club except when necessary to leave an event with their parents or prior written notification 24 hours in advance to the coach.

- M. It is the responsibility of the parent to make the teacher aware of on-going medical problems a student might have and to supply emergency telephone numbers in the event of an emergency or illness. School policies regarding behavior shall be enforced on all trips.
- N. Field trips are considered an important part of the curriculum. Students who do not attend shall be given an alternative educational plan for that day.
- O. School policies regarding behavior shall be enforced on all trips.
- P. If a trip involves a movie for which parental guidance is suggested, parents must be notified via the permission form. A signed permission form indicates parental permission for their child to view the movie.
- Q. Private cars shall not be used to transport students unless approved in advance by the Building Administrator.
- R. Every attempt should be made to prevent competition trips from interfering with academic time.

Cross Reference: IJOA- Field Trip, Enrichment Trip and Competition Trip

Adopted: January 11, 2010
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