

**SCHOOL-SPONSORED FIELD TRIPS ADMINISTRATIVE PROCEDURE**

Field trips must comply with the following requirements:

**APPROVALS:**

1. All field trips require the approval of the building principal.
2. Field trips that are overnight, out-of-State, water-related or involving non-District transportation require the approval of the Superintendent and Board.

**GENERAL REQUIREMENTS:**

1. All field trips must have a designated trip leader who is an employee of M.S.A.D. No. 75. The trip leader always has the authority to stop any activity that he/she deems unsafe or inappropriate for students.
2. At least one teacher or other authorized adult with background check clearance must accompany every 20 students at the high school level, every 15 students at the middle school level and every 10 students at the elementary level.
3. There is at least one accompanying adult trained in CPR and basic first aid, and a first aid kit is accessible, this requirement to be implemented September 1, 2020.
4. At the very beginning of any field trip there is a meeting with students to go over appropriate safety procedures and the assignment and use of a “buddy system” (if applicable).

**ADDITIONAL REQUIREMENTS FOR FIELD TRIPS INVOLVING SWIMMING ACTIVITIES:**

1. The facility provides evidence of a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
2. Participants must demonstrate water competency to a certified lifeguard before being allowed to swim.
3. Ensure adequate lifeguard coverage (1 to 25 swimmers).
4. Adult “lookouts” or “watchers” should monitor student activity in the water (1 to 10 swimmers).
5. Implement a buddy-check system for all swimmers.
6. Chaperones are given safety briefings prior to the trip.
7. Lifeguard(s) conduct(s) a safety talk with all swimmers prior to swimming.

### **ADDITIONAL REQUIREMENTS FOR FIELD TRIPS INVOLVING NON-SWIMMING ACTIVITIES NEAR WATER:**

1. Students are prohibited from entering the water if there isn't lifeguard coverage.
2. Prohibit students from entering the water above their knees if there is lifeguard coverage
3. Implement a buddy-check system and chaperone assignments.
4. Conduct a safety talk which outlines specific risks and hazards.

### **ADDITIONAL REQUIREMENTS FOR FIELD TRIPS INVOLVING PARTICIPATORY BOATING:**

1. Personal flotation devices (PFDs) must be used by all participants.
2. The vendor must provide appropriately certified and trained instructors or guides.
3. The vendor must provide safety instructions to all participants.
4. The vendor must provide appropriate equipment.
5. The vendor provides evidence of a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
6. Implement a buddy-check system.

### **ADDITIONAL REQUIREMENTS FOR FIELD TRIPS INVOLVING BOAT TRANSPORTATION:**

1. The vessel must have Coast Guard licensure.
2. The vessel must have a licensed crew.
3. The vendor must provide a safety orientation, including the use of personal flotation devices.
4. The vendor must provide evidence of a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
5. Implement a buddy-check system.

### **ADDITIONAL REQUIREMENTS FOR FIELD TRIPS INVOLVING ACTIVITY AT A WATER PARK**

1. Review the safety practices of the park operator (i.e., use of lifeguards).
2. The vendor must provide evidence of a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
3. In order to be in the water, require that participants wear a personal flotation device, or (a) demonstrate water competency to a certified lifeguard or (b) have written parent/guardian permission.
4. Conduct a safety talk which outlines specific risks and hazards.
5. Implement a buddy-check system for all swimmers.

**BOARD REVIEW:                      September 12, 2019**