

Student Travel Policy

Field trips, extended travel, and out-of-state and international student travel

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1. Purpose

MOXIE Public Schools is built on the conviction that a great deal of the most durable learning happens outside a classroom — in a working harbor, a research lab, a legislative hearing room, another school doing something we want to learn from. Travel is not an extra at MOXIE. It is part of how the school teaches.

That commitment only works if travel is planned with the same rigor as anything else the school does. This policy sets the standards MOXIE applies to every school-sponsored trip: who approves it, who supervises it, how students are kept safe and healthy, how families are informed, how cost is prevented from deciding who gets to go, and what happens when something goes wrong. Its purpose is to make ambitious travel possible — not to discourage it — by making the conditions clear in advance.

2. Scope and Legal Framework

2.1 Scope

This policy governs all **school-sponsored student travel**, meaning any trip involving MOXIE students that is organized, funded, promoted, staffed, or supervised by MOXIE, in whole or in part, whether or not it occurs during the school day and whether or not students receive academic credit. It applies to instructional field trips, expeditions and internships that involve travel, athletic and co-curricular competitions, performances, conferences, service learning, school visits, and student club travel.

This policy does **not** govern daily home-to-school transportation, which is addressed in MOXIE's Student Transportation Plan, or non-school-sponsored travel, which is addressed in Section 16.

2.2 Charter school status and applicable law

MOXIE is a Maine public charter school. Under 20-A M.R.S. § 2412(5)(D), a public charter school is exempt from statutes and rules applicable to noncharter public schools except as provided in Chapter 112 and in its charter contract. Several exceptions bear directly on student travel: MOXIE remains subject to the same **civil rights and health and safety requirements** as other Maine public schools (§ 2412(5)(A)), the same **special education** laws and rules (§ 2412(5)(G)), and the same **criminal history record check and fingerprinting** requirements for personnel (§ 2412(5)(F)).

Where this policy adopts a standard drawn from a statute or rule that may not independently bind a charter school, MOXIE adopts that standard as a matter of Board policy. The Board's intent is that MOXIE students travel under protections at least equal to those of any other Maine public school student.

2.3 Definitions

Term	Meaning as used in this policy
School-sponsored travel	Any trip organized, funded, promoted, staffed, or supervised by MOXIE, as described in § 2.1.
Routine local travel	Same-day travel to a site on the Community Partner Site List, within the Tier 0 radius, as described in § 3.1.
Community Partner Site List	The roster of community sites approved by the CEO or CEO designee for routine student visits under § 3.2.
Individual placement	A recurring arrangement in which a student travels regularly to a partner site — internship, mentorship, apprenticeship, or project placement — rather than as part of a class group (§ 15).
Trip Leader	The MOXIE employee designated in the approved trip proposal who holds operational authority over the trip and over every adult accompanying it.
Chaperone	Any adult approved by MOXIE to supervise students on a trip, including MOXIE employees, parents/guardians, guardian designees, and approved volunteers.
Parent/guardian	A student's parent, legal guardian, or person acting in a parental relationship, consistent with MOXIE's enrollment records.
Guardian designee	An adult named in writing by a student's parent/guardian, and approved by MOXIE, to accompany that student in the parent/guardian's place under § 5.5.
Overnight travel	Any travel in which students are away from home for one or more nights, regardless of distance.
Extended travel	Travel of two or more consecutive nights, or any travel involving commercial air or rail transportation.
Third-party vendor	Any outside organization providing transportation, lodging, programming, guiding, or tour management for a trip.

3. Travel Tiers and Approval Authority

Every school-sponsored trip falls into one of four tiers. The tier determines who approves the trip, how far in advance approval must be obtained, and what supervision and documentation are required.

Tier	Definition	Approving authority	Minimum lead time	Guardian attendance
Tier 0 Routine local travel	Returns the same school day; to a site on the Community Partner Site List; within 25 miles of the school campus; no activity triggering § 3.3.	No trip-by-trip approval — the site is approved once by the CEO or CEO designee	None; notice to families before the visit	Not required
Tier 1 Local day travel	Returns the same school day; within Maine; 75 miles or less each way; no commercial air or rail travel; no overnight. Any same-day trip that is not Tier 0.	CEO or CEO designee	10 school days	Not required
Tier 2 Extended day or in-state overnight	More than 75 miles each way but returning the same day; a day trip crossing into New Hampshire; or any single overnight within Maine.	CEO	20 calendar days	Not required; strongly encouraged

Tier	Definition	Approving authority	Minimum lead time	Guardian attendance
Tier 3 Out-of-state or extended travel	Any overnight travel outside Maine; any travel of two or more nights; or any travel involving commercial air or rail transportation.	CEO recommends; Board of Directors approves	30 calendar days	Required — see § 5.3
Tier 4 International travel	Any travel outside the United States, including Canada.	Board of Directors approves at two separate meetings (concept, then final)	60 calendar days	Required — see § 5.3

3.1 Tier 0 — routine local travel

MOXIE teaches through its community. Students will walk to a partner organization, sit in on a city meeting, or spend a morning at a lab far more often than they will board a bus for a distant destination. A policy that made each of those visits a separate approval event, with a separate permission slip and a lead-time deadline, would tax the very practice the school is built on — and policies that make the ordinary thing expensive do not get followed, they get worked around.

Tier 0 therefore moves the approval upstream. **The site is approved once; individual visits are not approval events.** A trip is Tier 0 when all of the following are true:

- it returns the same school day;
- the destination is on the Community Partner Site List maintained under § 3.2;
- the destination is within 10 miles of the school; and
- no activity on the visit triggers escalation under § 3.3.

Permission. Families sign an Annual Local Travel Permission once each school year covering all Tier 0 travel, with the Community Partner Site List attached and reissued as sites are added. Individual visits generate **notice, not a new signature**: families receive the schedule in advance or at least 48 hours' notice of a specific visit, and may opt a student out of any visit.

Before leaving. The staff member files the roster, destination, and expected return time with the office, and carries a charged phone. Supervision is governed by § 5.2.

What does not get lighter at Tier 0. A student with prescribed emergency medication does not leave campus without it and without an adult who knows where it is and how to use it. The office always knows who left, where they went, and when they are due back. And the escalation rule in § 3.3 applies with full force — a visit to a familiar partner that puts students on a boat, a job site, or the water is no longer Tier 0.

3.2 Community Partner Site List

The CEO or CEO designee maintains the Community Partner Site List. Adding a site is the approval event that Tier 0 replaces trip-by-trip approval with, so it is done deliberately and in writing (Community Partner Site Approval form). Approval of a site records:

- the location, the contact at the partner, and how MOXIE reaches them in an emergency;
- what students will do there, and what they will not do;
- which adults at the site interact with students, whether any of them would ever be alone with a student, and what screening the partner conducts;
- site-specific hazards — equipment, vehicles, water, animals, chemicals, tools, public access — and how each is managed;
- accessibility of the site and of the route to it; and

- how students travel there, and whether the route is walkable.

The list is reviewed at least annually. The CEO or CEO designee may remove a site at any time. A site approved for a group visit is **not** automatically approved for an individual placement under § 15 — a place that is fine for a class tour may be a different proposition for one student working there alone. If what students do at a site changes materially, the site is re-approved before the next visit.

3.3 Tier escalation for elevated-risk activity

A trip is treated as one tier higher than its distance and duration would otherwise indicate if the itinerary includes any of the following:

- swimming or any on-water activity (not including swim team or established lessons);
- backcountry, wilderness, or remote settings more than 60 minutes from emergency medical care;
- overnight camping;
- climbing, ropes, or challenge courses;
- travel above 8,000 feet elevation;
- motorized recreational vehicles; or
- programming delivered by an adventure or outdoor-expedition vendor.

A Tier 1 trip escalated on this basis is approved by the CEO; a Tier 2 trip escalated on this basis requires Board approval. A Tier 0 visit escalated on this basis is treated as Tier 1 and requires trip-by-trip approval.

READING THE TIERS

The tiers are cumulative, not alternative. A Tier 3 trip must meet every Tier 0, Tier 1, and Tier 2 requirement in addition to those specific to Tier 3. Where a trip could plausibly sit in two tiers, the higher tier governs.

4. Approval Process

4.1 Trip proposal

A MOXIE employee sponsoring a trip submits a written Trip Request and Approval Form by the lead-time deadline for the applicable tier. The proposal must address:

- the instructional purpose and its connection to MOXIE's academic program;
- the destination, dates, and a day-by-day itinerary;
- which students are eligible and how many are expected;
- the total cost, the cost per student, the funding sources, and the plan for students whose families cannot pay (§ 7);
- the proposed Trip Leader, chaperones, and supervision ratio;
- transportation arrangements and, for third-party vendors, evidence of insurance and safety qualification;
- lodging arrangements, including rooming plan;
- a risk assessment identifying the foreseeable hazards of the itinerary and how each will be managed;
- the emergency action plan required by § 8.4 for Tier 2 and above; and
- how families will be informed and how communication will work during the trip.

4.2 Board review of Tier 3 and Tier 4 travel

For Tier 3 and Tier 4 travel, the CEO presents the proposal to the Board with a recommendation. The Board's review is substantive, not ministerial: the Board considers whether the educational value justifies the cost and the risk, whether the supervision plan is adequate, whether the financial plan protects both the school and participating families, and whether any student would be excluded on a

basis this policy does not permit. Board approval is recorded in the minutes and specifies the destination, dates, approximate cost per student, and required supervision.

4.3 No commitments before approval

Before written approval is granted, no employee may sign a contract with a vendor, place a deposit, collect money from families, or represent to students or families that a trip will occur. This restriction exists because non-refundable deposits and early family payments create pressure to approve a trip that should not be approved. A trip that has been advertised to students before approval will be denied on that basis alone unless the CEO finds good cause.

4.4 Material changes

A material change to an approved trip — a change of destination, a change of more than 20% in cost per student, the addition of an activity that would trigger tier escalation under § 3.3, or the loss of supervision below the required ratio — must be re-approved by the authority that approved the trip. The CEO may approve non-material changes and reports them to the Board with the next travel report under § 17.2.

5. Supervision and Chaperones

5.1 Trip Leader

Every trip has one designated Trip Leader, who must be a MOXIE employee. The Trip Leader holds operational authority over the trip and over every adult accompanying it, including parents, guardians, guardian designees, volunteers, and vendor staff. The Trip Leader may modify or end an activity at any time on safety grounds and is the trip's single point of contact with the school. A second MOXIE employee is designated in advance to assume this role if the Trip Leader becomes unavailable.

5.2 Minimum supervision ratios

Ratios below are minimums, counting only approved chaperones actively supervising. Vendor staff, bus drivers, and site personnel do not count toward the ratio. The Trip Leader or CEO may require a richer ratio where the itinerary, the group, or individual student needs warrant it.

Tier	Grades 6–8	Grades 9–12	Minimum MOXIE employees
Tier 0 — routine local	1 employee : 14 students	1 employee : 14 students	1 — see below
Tier 1 — local day	1 adult : 10 students	1 adult : 12 students	1 (plus a second adult of any approved category)
Tier 2 — extended day / in-state overnight	1 adult : 8 students	1 adult : 10 students	2
Tier 3 — out-of-state / extended	1 adult : 6 students	1 adult : 8 students	2
Tier 4 — international	1 adult : 6 students	1 adult : 6 students	3

Single-employee supervision on Tier 0 travel. A single MOXIE employee may supervise up to ten students on Tier 0 travel. What makes this defensible is proximity, not informality: the site is known and vetted, and help from the school is minutes away. It is permitted only where the employee carries a charged phone; the roster, destination, and expected return are on file with the office before departure; a named staff member at school is available to respond for the duration; and the employee has the school's number and the site contact's number in hand. A single employee does not supervise Tier 0 travel involving a student whose health plan

calls for a second trained adult, or where the CEO or CEO designee determines the group or route warrants more.

No trip of Tier 1 or above departs with fewer than two approved adults. At least one adult on every trip holds current certification in first aid and CPR. On Tier 3 and Tier 4 travel, and on any trip escalated under § 3.3, at least one adult holds wilderness first aid certification or is a licensed health professional, unless the CEO documents why the itinerary does not require it.

5.3 Guardian attendance requirement — Tier 3 and Tier 4

Each student participating in Tier 3 or Tier 4 travel must be accompanied by that student's parent/guardian, or by an approved guardian designee under § 5.5. Guardians attending under this section are approved chaperones and are subject to every requirement of this section, including screening, orientation, and the conduct expectations in § 5.7.

The Board adopts this requirement for MOXIE's early years for three reasons. It gives a school still building its staffing depth a supervision margin that a new organization cannot yet guarantee from employees alone. It puts a familiar adult within reach of every student in an unfamiliar place, including at night. And it makes long-distance travel a shared family and school undertaking rather than a handoff.

THE EQUITY RISK THIS REQUIREMENT CREATES — AND WHAT MOXIE DOES ABOUT IT

A guardian attendance requirement can quietly become a wealth test: the students whose families can take a week off work and pay for a second airfare go, and the rest do not. The Board does not accept that outcome. The guardian designee provision in § 5.5, the hardship waiver in § 5.6, and the Travel Assistance Fund in § 7.2 exist specifically to prevent it. **No Tier 3 or Tier 4 trip may be approved unless the proposal shows how every eligible student can participate**, and the CEO reports participation by trip to the Board under § 17.2 so the Board can see whether the requirement is working as intended.

5.4 Advance notice to families

The guardian attendance requirement, the designee option, the waiver process, and the availability of travel assistance must be communicated to families in writing, in a language and format they can understand, at the time a Tier 3 or Tier 4 trip is first announced — not after students have been recruited.

5.5 Guardian designee

A parent/guardian who cannot travel may name, in writing, another adult to accompany their student. A guardian designee must be at least 21 years old, must be approved by the CEO, must complete the same screening and orientation as any other chaperone, and must sign the Chaperone and Guardian Agreement. A single designee may accompany no more than two students. The designee's written authorization must include consent to authorize emergency medical treatment if the parent/guardian cannot be reached, subject to § 8.4.

5.6 Hardship waiver

The CEO may waive the guardian attendance requirement for an individual student where guardian or designee participation is not reasonably possible. A waiver requires that the student be assigned to a named MOXIE employee who is responsible for that student for the duration of the trip; that the trip's supervision ratio remain at or better than the Tier 3/Tier 4 minimum after the assignment; and that the parent/guardian sign the waiver acknowledging the arrangement. The CEO documents each waiver and reports the number granted, without student names, to the Board.

Waivers are not disfavored and cost nothing to request. A student may not be discouraged from applying for one, and a family's reason for requesting a waiver may not be shared with other families or with chaperones who do not need to know it.

5.7 Chaperone eligibility and screening

- **All chaperones** must be at least 21 years old, approved in writing by the CEO or designee, and must complete MOXIE's chaperone orientation and sign the Chaperone and Guardian Agreement before departure.
- **Screening — non-employee chaperones.** Every parent, guardian, guardian designee, and volunteer must clear a **national and state sex offender registry check** before approval, on travel of any tier. The check is free, public, and returns the same day, so MOXIE applies it to every volunteer rather than only to the longest trips.
- **No fingerprint check is required of parents and volunteers.** Maine law requires criminal history record checks of school personnel, not of volunteers, and the Board has chosen not to extend the fingerprint-based check to families. The judgment is one of proportion: a registry check, the conduct rules in § 5.8 — no adult alone and unobserved with a student other than their own child, no separate excursions, no transporting a student alone — and the presence of MOXIE employees on every trip are the controls that fit an adult supervising within a group. A parent accompanying a trip should not face a screening process heavier than the risk it addresses.
- **Employees** are screened separately, under the criminal history record check and fingerprinting requirements applicable to school personnel (20-A M.R.S. § 6103; see also § 13026 (unit compliance reporting) and § 2412(5)(F), which makes the requirement applicable to charter schools and non-waivable under § 2412(5)(I)).
- **Where the standard is higher.** An adult who will have sustained, unsupervised access to a student without a MOXIE employee present — most often in an individual placement — is held to the higher standard in § 15.4, not this one. The difference is not the length of the trip; it is whether another MOXIE adult is there.
- **Lead time.** Because the registry check returns the same day, chaperone rosters for Tier 3 and Tier 4 travel close **10 days** before departure — enough to complete orientation and finalize travel arrangements. An adult whose check and orientation are not complete does not travel.
- **Mandated reporter training.** All chaperones receive MOXIE's mandated reporter briefing before departure; MOXIE employees' statutory reporting obligations apply on trips exactly as they do at school.
- **Removal.** The CEO may decline to approve, or may remove, any chaperone at any time. A chaperone removed during a trip is responsible for their own return travel.

5.8 Conduct expectations for chaperoning adults on trips

- No adult may consume alcohol or cannabis, or use tobacco or vaping products, at any point during a trip while students are in the adult's care, and no adult may be impaired at any time during an overnight trip. This applies to parents and guardians as fully as to employees.
- No adult may be alone and unobserved with a student other than their own child. Meetings with an individual student occur in view of another adult or in an open, visible space.
- No adult may take a student away from the group for a separate excursion, meal, or overnight stay without the Trip Leader's advance approval.
- No adult may transport a student alone in a private vehicle except in an emergency, which must be reported to the Trip Leader and the school immediately.
- Adults follow the Trip Leader's direction on schedule, supervision assignments, and safety decisions.

5.9 Overnight rooming

- Students are never assigned to share a bed.
- No adult shares a sleeping room with a student other than the adult's own child.

- Rooming assignments are made by the school, not by students, and are designed to protect the privacy, dignity, and safety of every student, including transgender and nonbinary students. A student's rooming assignment is handled individually and confidentially with the student and family in advance.
- Chaperone rooms are adjacent to or on the same floor as student rooms. Where lodging cannot accommodate this, the Trip Leader documents the alternative supervision arrangement before booking.
- A nightly room check and lights-out check is conducted by two adults together, and a written curfew is in place and communicated to students and families.
- Students do not enter another student's room after curfew, and hotel-room doors are not propped or left unsecured.

5.10 Non-participating adults and siblings

Younger siblings and other non-participating children do not travel on school-sponsored trips. An adult approved as a chaperone is on duty for the whole trip and may not bring non-student dependents requiring supervision unless expressly approved in advance by the CEO.

6. Student Eligibility and Equal Access

6.1 Open participation

Every student in the class, grade, program, team, or club for which a trip is organized is eligible to participate. Participation may not be conditioned on a student's or family's race, color, sex, sexual orientation, gender identity, physical or mental disability, religion, age, ancestry, national origin, English language proficiency, immigration status, or ability to pay (20-A M.R.S. § 2412(5)(A); Maine Human Rights Act; Title VI; Title IX; Section 504; the ADA).

6.2 Students with disabilities

Trips are planned so that students with disabilities can participate. A student may not be excluded, charged more, or required to be accompanied by a parent as a condition of participation because of a disability. Where a student's IEP or 504 plan calls for support, that support travels with the student; the IEP team or 504 team is consulted in advance where the trip implicates the student's services, and any resulting cost is borne by MOXIE.

6.3 Language access

Trip announcements, permission forms, health forms, cost and assistance information, and emergency instructions are provided in a language and format families can understand, and interpretation is made available for conversations about participation.

6.4 Behavioral and academic eligibility criteria

A trip proposal may include eligibility criteria related to conduct or academic standing only if the criteria are approved with the trip, stated in writing to students and families when the trip is announced, applied consistently, and applied prospectively — a student may not be excluded for conduct that predates the announcement of the criteria. A student excluded under such criteria, or removed from an approved trip roster, receives written notice of the reason and may appeal to the CEO, whose decision is final.

Before excluding a student with a disability for conduct, MOXIE determines whether the conduct was a manifestation of the student's disability and whether the behavior could be supported on the trip with reasonable accommodation.

6.5 Students who do not travel

No student receives extra academic credit for participating in a school-sponsored trip, and no student is academically penalized for not participating. Students who do not travel are provided meaningful instruction and supervision at school for the duration of the trip.

7. Cost, Fundraising, and Financial Controls

7.1 Ability to pay is never the deciding factor

No student is excluded from a school-sponsored trip because their family cannot pay. Trip communications state this plainly, and every request for payment is accompanied by information about how to request assistance.

7.2 Travel Assistance Fund

The Board will seek to establish an annual Travel Assistance Fund in the operating budget. Families apply confidentially to the CEO or designee. Awards will be made without inquiry beyond what is necessary to determine need, and the identity of assisted students is not disclosed to trip staff, chaperones, or other families beyond those who must know for logistics. Where a trip's total cost exceeds what the fund can support for all students who need assistance, the trip is scaled down, subsidized further, or not approved.

7.3 Fundraising

Fundraising conducted for a trip belongs to the trip as a whole. MOXIE does not maintain individual student fundraising accounts and does not credit a student's participation cost in proportion to what that student or family raised. Funds raised in excess of a trip's cost are applied to the Travel Assistance Fund or to future travel, never distributed to individuals. All fundraising is approved in advance and accounted for through MOXIE's accounting system.

7.4 Deposits, payment schedules, and refunds

Before collecting any money, families receive a written statement of the total cost, what it covers, the payment schedule, which payments are non-refundable and as of what date, and what happens to money already paid if the trip is cancelled by MOXIE, cancelled by a vendor, or if the student withdraws. For Tier 3 and Tier 4 travel, the CEO evaluates trip cancellation and interruption insurance and reports the recommendation to the Board with the proposal.

7.5 Procurement and use of funds

Travel vendors are procured under MOXIE's standard procurement policies. Where federal funds are used, the procurement standards of 2 CFR Part 200 apply and allowability is confirmed in writing before the obligation is incurred.

7.6 Staff costs

MOXIE pays the full cost of travel, lodging, and meals for employees traveling in their official capacity. Employees are never asked to fund their own participation. Unless stated otherwise, costs for parents, guardians, and guardian designees are borne by the family unless the Board provides otherwise for a specific trip, and the Travel Assistance Fund may be applied to guardian costs where the guardian attendance requirement would otherwise prevent a student from traveling.

7.7 Money on the trip

Trip funds are handled through a school-issued payment method. Receipts are retained and reconciled within ten business days of return.

8. Health, Medical Care, and Emergency Preparedness

8.1 Health information

A current Student Health and Medication Authorization Form is on file for every student before departure on any trip. For Tier 2 and above, the form is refreshed for the specific trip and includes allergies, chronic conditions, current medications, dietary needs, insurance information, and emergency contacts, including a contact reachable during the trip's hours.

This applies at every tier, including Tier 0. A student with prescribed emergency medication — an epinephrine auto-injector, a rescue inhaler, glucagon, seizure rescue medication — does not leave campus on any school-sponsored travel without it, and without an adult present who knows where it is and how to use it. There is no trip short enough for this to be waived.

8.2 School nurse review

For Tier 2 and above, the school nurse reviews the participating roster before departure, identifies students with individualized healthcare plans, life-threatening allergy plans, seizure, diabetes, asthma, or mental health support needs, and briefs the Trip Leader and the designated medication-trained staff member on each plan that will travel.

8.3 Medication on trips

MOXIE administers medication on trips consistent with Maine DOE Rule Chapter 40 (Rule for Medication Administration in Maine Schools) and MOXIE's medication administration procedures:

- The school nurse designates and trains the staff member who will carry and administer medication on the trip, and confirms that training is current.
- Medications travel in **duplicate, properly labeled containers obtained from the pharmacy** — never loose, never in a family's unlabeled bottle.
- Medications are stored securely and in accordance with any special storage requirements, and remain in the designated staff member's control except where self-carry is authorized.
- A student may carry and self-administer medication only where the healthcare provider and parent/guardian have authorized it in writing, the student has an individualized healthcare plan, and the school nurse has confirmed the student's competence to self-administer.
- Emergency medications — including epinephrine auto-injectors, rescue inhalers, and glucagon — travel with the group, and their location is known to every chaperone.
- **Stock epinephrine.** Maine DOE guidance provides that trained unlicensed personnel may administer stock emergency medication on a field trip where the school has a collaborative practice agreement in place; absent one, epinephrine is administered only to the student for whom it is prescribed, under that student's plan (Ch. 40 § 5). The CEO confirms MOXIE's arrangement with the school nurse before the first overnight trip.
- Every administration is documented and reported to the school nurse and the parent/guardian.

8.4 Emergency action plan

Tier 2 and above require a written emergency action plan carried by the Trip Leader and provided to the school before departure. It must include:

- the nearest emergency department and urgent care to each overnight location and each major activity site, with addresses and travel time;
- each student's insurance information and emergency medical treatment authorization;
- a MOXIE administrator reachable 24 hours a day for the duration of the trip, with a backup;
- the protocol for notifying parents/guardians of an injury, illness, or serious incident — including that MOXIE notifies the family directly and promptly, and does not rely on the student to do so;

- a missing-student protocol with a defined time trigger, a search sequence, and the point at which local law enforcement is contacted;
- a reunification and early-return plan, including how a student who must return home early travels and who accompanies them; and
- a communications plan identifying who speaks for MOXIE if an incident draws outside attention.

8.5 Communication during travel

The Trip Leader checks in with the designated school administrator on a schedule set before departure and immediately upon any incident, itinerary change, or delay. Families receive the itinerary, lodging information, and an emergency contact number before departure, and are notified of significant changes during the trip.

8.6 Behavioral health and physical intervention

The standards governing physical restraint and seclusion apply on school-sponsored trips exactly as they apply at school. Physical restraint is permitted only where a student's behavior presents an imminent risk of serious physical injury, only by trained staff, only for as long as the risk persists, and is followed by the same notification and documentation required at school. Seclusion is not used on trips. Chaperones who are not trained staff do not physically intervene except to prevent imminent serious harm.

8.7 Incident reporting

Any injury, illness requiring medical attention, allergic reaction, medication error, behavioral crisis, law enforcement contact, missing-student event, or vehicle incident is documented on MOXIE's Injury and Incident Report Form and submitted to the CEO within 24 hours of the school's awareness. Serious incidents are reported to the Board and, where the insurance program requires it, to MOXIE's carrier promptly. Mandated reporting obligations apply on trips without exception.

9. Transportation

9.1 Approved modes

Student travel uses school buses meeting school bus standards, MOXIE-owned vehicles operated by qualified drivers, contracted pupil transportation and charter services, or common carriers (commercial air, rail, ferry). Arrangements follow MOXIE's Student Transportation Plan.

9.2 Prohibited

- **Student drivers.** A student may never transport another student to, from, or during a school-sponsored trip without written parent/guardian permission and CEO approval. A student may not drive themselves to a trip departure point without written parent/guardian permission and CEO approval.
- **Unapproved recreational transport.** Personal watercraft, all-terrain vehicles, snowmobiles, and similar vehicles are not used to transport students absent Board approval as part of an approved itinerary.

9.3 Private vehicles

Use of a private vehicle to transport students requires advance written approval. The driver must hold a valid license, submit to a motor vehicle record check, carry insurance at limits set by MOXIE and its carrier, transport no more passengers than there are functioning seat belts, comply with all child restraint requirements, and refrain from any handheld device use while driving. The two-adult expectation in § 5.8 applies. MOXIE's insurance carrier is consulted before private vehicles are used for any Tier 2 or higher trip.

9.4 Commercial air and rail travel

Air and rail travel is booked by the school (or designated partner organization), not by individual families, so that students and chaperones travel on the same itinerary and arrive and depart as a group. Students are not booked on separate flights from their supervising adults. The school confirms identification requirements for every traveler well in advance, and for Tier 4 travel confirms passport validity — including any six-month validity requirement — and visa requirements at least 120 days before departure.

9.5 Third-party transportation vendors

Before a contract is signed, MOXIE verifies the vendor's operating authority and federal safety rating, confirms that drivers hold appropriate commercial licenses with passenger and, where applicable, school bus endorsements, and obtains a certificate of insurance naming MOXIE Public Schools as an additional insured at limits acceptable to MOXIE's carrier.

9.6 Free time and independent student movement

Unsupervised free time is not a default feature of MOXIE travel. Where an itinerary includes supervised small-group movement — a museum visit in pairs, a meal in a defined area — it is described in the trip proposal, approved in advance, consented to in writing by parents/guardians, and governed by a written plan specifying boundaries, group size of no fewer than three students, a check-in time and location, and a means of contact. Students under 16 are not permitted to move independently of an adult. No student is ever left alone.

10. Student Conduct

10.1 The code of conduct travels

MOXIE's student code of conduct and all related policies apply in full for the entire duration of a school-sponsored trip, including in transit, in lodging, and during free time. Students represent the school. Where local law is stricter than MOXIE's rules, local law governs.

10.2 Harassment and bullying

MOXIE's policies prohibiting bullying, cyberbullying, harassment, hazing, and sexual harassment apply at school-sponsored activities off school grounds and during transportation to and from them, consistent with the standard set out in 20-A M.R.S. § 6554(4)(A). Reports made during a trip are addressed immediately by the Trip Leader and reported to the CEO.

10.3 Prohibited conduct

The following result in removal from trip activities and may result in return home at the family's expense and school discipline on return: possession or use of alcohol, cannabis, tobacco or vaping products, or any illegal or unauthorized drug; possession of a weapon; leaving the group or the lodging without permission; violating curfew or room rules; entering another student's room in violation of § 5.9; and conduct that endangers the student or anyone else.

10.4 Searches

A student's belongings may be searched on a trip only where there is reasonable suspicion that the student possesses something prohibited by this policy or by law. Searches are conducted by two adults, at least one of whom is a MOXIE employee, and are documented and reported to the parent/guardian and the CEO. Personal searches beyond outer belongings are not conducted by chaperones; where a personal search appears warranted, the Trip Leader contacts the CEO.

10.5 Sending a student home

The decision to end a student's participation mid-trip is made by the Trip Leader in consultation with the CEO, except where an immediate safety concern requires the Trip Leader to act first and report promptly. The parent/guardian is responsible for arranging and paying for the student's return travel. A student who returns early is accompanied by an adult where the student's age, the circumstances, or a carrier's rules require it, and MOXIE does not leave a student unsupervised at any point in the process — including in an airport or station. Where the family cannot arrange return travel, MOXIE arranges it and may seek reimbursement.

10.6 Discipline on return

Conduct on a trip is subject to the same disciplinary process, and the same due process protections, as conduct at school, including the protections applicable to students with disabilities.

10.7 Devices, photography, and social media

Students and adults may not photograph or record another student without that student's consent, and may not post images of students to public platforms during a trip without that student's consent. MOXIE's own use of student images follows the media consent on file for each student. The Trip Leader may restrict device use during specific activities and enforces overnight device rules set in advance.

11. Documentation Required Before Departure

No student departs on a trip without the documentation required for that tier. The Trip Leader verifies completeness against a written roster and confirms it to the CEO before departure.

Document	Tier 0	Tier 1	Tier 2	Tier 3	Tier 4
Approved Trip Request and Approval Form	site approved once	•	•	•	•
Parent/guardian permission and acknowledgment of risk	annual	•	•	•	•
Student health and medication authorization (current)	•	•	•	•	•
Emergency contact and medical treatment authorization	•	•	•	•	•
Student conduct agreement, signed by student and guardian	—	—	•	•	•
Chaperone and guardian agreement, signed by every adult	if volunteers	•	•	•	•
Sex offender registry check cleared for every non-employee chaperone	—	if volunteers	if volunteers	if volunteers	if volunteers
School nurse roster review and health plan briefing	—	—	•	•	•
Written emergency action plan (§ 8.4)	—	—	•	•	•
Detailed itinerary with lodging and contact numbers, filed with school	roster + destination logged	—	•	•	•

Document	Tier 0	Tier 1	Tier 2	Tier 3	Tier 4
Rooming plan approved by Trip Leader	—	—	•	•	•
Certificates of insurance from all vendors, MOXIE as additional insured	as applicable	as applicable	•	•	•
Board approval recorded in minutes	—	—	—	•	•
Written financial plan, payment schedule, and refund terms to families	as applicable	as applicable	•	•	•
Passport/visa verification and international coverage confirmation	—	—	—	—	•
Emergency medical evacuation and repatriation coverage confirmed	—	—	—	—	•

12. Insurance and Risk Management

12.1 Coverage verification

Before a Tier 2, Tier 3, or Tier 4 trip is approved, the CEO confirms with MOXIE's insurance broker that the school's general liability, commercial automobile, student accident, and directors and officers coverage extend to the trip as planned, including out-of-state activity and, for Tier 4, international activity. For Tier 4 travel, MOXIE secures emergency medical evacuation and repatriation coverage for every traveler.

12.2 Vendor risk transfer

Contracts with travel, lodging, and activity vendors require the vendor to carry insurance at limits acceptable to MOXIE, to name MOXIE Public Schools as an additional insured, and to indemnify MOXIE for the vendor's own negligence. MOXIE does not sign a vendor's indemnification of the vendor by MOXIE without review by counsel.

12.3 Consent and acknowledgment of risk — not a waiver of claims

MOXIE uses an informed consent and acknowledgment-of-risk form rather than a document purporting to release MOXIE from liability for its own negligence. Maine courts construe liability releases strictly, requiring that an intent to extinguish negligence liability be spelled out with particularity, and Maine has no settled rule making a parent's pre-injury release enforceable against a minor's own claims. MOXIE does not represent to families that they have given up their child's rights.

12.4 Risk assessment

Every Tier 3 and Tier 4 proposal, and every trip escalated under § 3.3, includes a written risk assessment: the foreseeable hazards of the itinerary, the controls that reduce each, the residual risk the Board is being asked to accept, and the point at which an activity would be modified or cancelled.

13. Cancellation, Postponement, and Travel Advisories

The CEO may cancel, postpone, shorten, or modify any trip at any time, before or during travel, and does so whenever student safety warrants it. Grounds include severe weather; a public health advisory affecting the destination; civil unrest or a security concern; a U.S. Department of State Travel Advisory at Level 3 or Level 4 for an international destination; vendor failure or loss of a required certificate of

insurance; supervision falling below the required ratio; or insufficient participation to make the trip viable. The Board is notified of any cancellation of an approved Tier 3 or Tier 4 trip. MOXIE cannot guarantee refunds of amounts already committed to vendors; the financial consequences of cancellation are disclosed to families under § 7.4 before payment is collected.

14. Records, Privacy, and Information Shared with Vendors

Student records generated or used in connection with travel — permission forms, health forms, incident reports — are education records protected under FERPA and MOXIE's student records policy. Information disclosed to a travel vendor is limited to what the vendor needs to provide the service, is disclosed under a written confidentiality obligation, and never includes health information beyond what is necessary for the student's safety. Medical information carried on a trip is shared with chaperones only on a need-to-know basis. Trip records are retained under MOXIE's records retention schedule; records relating to an injury or incident are retained for the period counsel advises.

15. Recurring Individual Placements and Independent Student Travel

15.1 What this section covers

An individual placement is an arrangement in which one student, or a very small number of students, travels regularly to a community partner site — an internship, mentorship, apprenticeship, dual-enrollment course, or recurring project placement — rather than as part of a class group. Placements are central to how MOXIE intends to teach, and they carry a different risk shape than a field trip: the student is often the only MOXIE student present, the adult supervising them is usually not a MOXIE employee, and the student may travel to and from the site independently. The protections that a group and a Trip Leader provide on a field trip are simply not there.

15.2 Placement agreement required

Before a placement begins, a written Individual Placement Agreement is signed by MOXIE, the partner, and the parent/guardian. It records the site and the named supervising adult at the partner; the days, hours, and duration; what the student will do and what they will not do; whether the student will ever be alone with a partner adult; how the student travels to and from the site; the check-in protocol; who to call in an emergency at each end; and how either side ends the placement.

15.3 Site approval is separate

A placement site must be on the Community Partner Site List (§ 3.2), and must be approved specifically for individual placement. Approval for group visits does not carry over: a site that is well suited to a class tour may be a different proposition for one student working there alone, several hours a week, over months.

15.4 Adults alone with students

Where a placement would have a partner adult supervising a MOXIE student without a MOXIE employee present, the partner must confirm in writing that the supervising adult has cleared a criminal history record check and a sex offender registry check, or must arrange supervision so that the student is not alone with an unscreened adult. MOXIE does not place a student in a one-adult, one-student arrangement with an adult whose screening it cannot verify. Partners are given MOXIE's expectations for adult conduct in writing, and a named MOXIE contact to raise concerns with.

15.5 Independent travel to and from a placement

A student may travel to a placement independently only with written parent/guardian consent specifying the mode and route, and only where the student's age and the route make it reasonable. Students under 16 do not travel independently to a placement; they are accompanied, or MOXIE arranges transportation. Any transportation MOXIE arranges meets the standards in § 9.

15.6 Attendance, check-in, and failure to arrive

Placement days are school days and are tracked as such. MOXIE confirms the student's arrival at and departure from the site, and the partner agrees to notify MOXIE promptly if a student does not arrive, leaves early, or leaves with someone unexpected. An unexplained failure to arrive is treated as a missing-student event under the protocol in § 8.4, adapted to the circumstances, and the parent/guardian is contacted immediately — not at the end of the day.

15.7 Conduct, incidents, and reporting

The student code of conduct applies at a placement. Any injury, incident, or concern about a student's safety at a placement is reported under § 8.7. MOXIE employees' mandated reporting obligations apply in full to what they learn about a placement, including from the student.

15.8 Check-ins and renewal

For any placement lasting more than four weeks, a MOXIE employee checks in separately with the student and with the partner at least once during the placement, and confirms the placement remains appropriate before it renews. The student is asked directly whether the placement still feels safe and worthwhile, in a conversation the partner is not part of.

16. Non-School-Sponsored Travel

Travel organized by an employee, a parent group, a booster organization, or a third party that has not been approved under this policy is not school-sponsored. Such travel is not supervised, insured, or endorsed by MOXIE; may not use MOXIE's name, logo, letterhead, email, or facilities to recruit or organize; may not be scheduled during instructional time; and generates absences governed by MOXIE's attendance policy. An employee who participates does so as a private individual and not in the course of employment. All promotional material for such travel must state: **"This trip is not sponsored, approved, supervised, or insured by MOXIE Public Schools."**

17. Administration and Review

17.1 Administrative procedures and forms

The CEO develops and maintains the forms and procedures implementing this policy, including the Trip Request and Approval Form, the parent/guardian permission and acknowledgment of risk, the student health and medication authorization, the student conduct agreement, the chaperone and guardian agreement, and the emergency information card. The CEO may add requirements but may not lower a standard set by this policy.

17.2 Annual report to the Board

At least annually, the CEO reports to the Board on school-sponsored travel: trips taken by tier, participation rates, the number of hardship waivers granted under § 5.6, Travel Assistance Fund awards in aggregate, incidents reported under § 8.7, and any recommended changes to this policy.

17.3 Policy review

The Board reviews this policy no later than the end of MOXIE's second year of operation, and earlier if experience warrants. That review will examine specifically whether the guardian attendance requirement in § 5.3 has expanded or narrowed which students travel, and whether MOXIE's staffing has developed to the point that the requirement should be modified.

18. Legal and Cross References

Legal references

- 20-A M.R.S. § 2412 — Public charter school operations; applicability of other laws (§ 2412(5)(A), (D), (F), (G))
- 20-A M.R.S. § 6103 — Criminal history record information conviction data; 20-A M.R.S. § 13026 — Compliance with criminal history record check and fingerprinting requirements
- 20-A M.R.S. § 6554, esp. § 6554(4)(A) — Prohibition on bullying; scope covering school-sponsored activities off school grounds and transportation to and from them
- Me. Dep't of Educ. Rule Ch. 40 (05-071 C.M.R. ch. 40) — Rule for Medication Administration in Maine Schools, esp. § 2(C) (self-administration), § 4 (medication administration on field trips and off-campus events), § 5 (epinephrine guidelines)
- Me. Dep't of Educ. Rule Ch. 33 (05-071 C.M.R. ch. 33) — Rule Governing Physical Restraint and Seclusion; public charter schools are covered entities
- Maine Human Rights Act, 5 M.R.S. ch. 337
- Section 504 of the Rehabilitation Act, 29 U.S.C. § 794; 34 C.F.R. §§ 104.4, 104.37 (nonacademic and extracurricular services)
- Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.; 34 C.F.R. § 300.107 (nonacademic services)
- Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
- Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; 34 C.F.R. § 106.41 (athletics), incl. § 106.41(c)(4) (travel and per diem allowance)
- Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99
- Doyle v. Bowdoin College, 403 A.2d 1206 (Me. 1979) — strict construction of releases from negligence liability
- 49 U.S.C. § 30112(a)(2) — Restriction on a school's purchase or lease of a new nonconforming vehicle designed for more than 10 persons for significant student transportation; see also 49 U.S.C. §§ 30112(a)(1), 30125 and 49 C.F.R. § 571.3 (dealer-side restriction and “school bus” definition); Me. Dep't of Educ., Passenger Vans guidance
- 2 C.F.R. Part 200, subpart D, §§ 200.317–200.327 — Procurement standards (where federal funds are used)

Cross references – MOXIE policies and plans

- Student Transportation Plan
- Student Code of Conduct; Bullying, Harassment, and Hazing policies
- Student Records and FERPA policy
- Medication Administration policy and Life-Threatening Allergy protocol
- Physical Restraint and Seclusion policy
- Employee Handbook; mandated reporter obligations
- Accounting Policies; Procurement Plan; Procurement Code of Conduct
- Injury and Incident Report Form
- Community Partner Site List and site approval records (§ 3.2)

Adoption

Adopted by the Board of Directors of MOXIE Public Schools on the date below. This policy supersedes any prior practice or guidance concerning student travel.

Board Chair

Date

Chief Executive Officer

Date

First reading: _____ Second reading: _____ Adopted: _____ Next scheduled review:
