**Code G3-R**

CODE G3R - FIELD TRIP PROCEDURES

**General Guidelines**

1. All field trips must be requested in writing (see attached form) and approved by the principal.
2. Teachers organizing a field trip will be responsible for notifying parents and overseeing arrangements with the site of the trip.
3. All overnight field trips must be approved by the principal and the school board.
4. Families will be asked to help with fund raising and to make a contribution to support field trips for the year. No student will be denied participation in a scheduled class trip for financial reasons.
5. Whenever possible (as funding allows), parent chaperones will not be charged for the approved cost of a whole class or team field trip event.

**Field Trips to Theatre Presentations**

1. Chaperones will be invited to join teachers and students on a "space available" basis once the minimum ratio of student to adult is achieved.
2. Kindergarten will have a minimum ratio of one adult to five students.
3. Grades one and two will have a minimum ratio of one adult to six students.
4. Grades three to eight will have a minimum ratio of one adult to eight students.'

**Activity Field Trips**

1. For all "activity" field trips, Kindergarten will have a ratio of one adult to four students.
2. Grades one and two will have a ratio of one adult to five students.
3. Grades three through eight will have a ratio of one adult to six students.
4. For all performance or activity field trips, at least two staff members, including at least one licensed teacher, will be present.

**Overnight Trips**

1. For all overnight field trips, at least three staff members, including at least two licensed teachers, will be present.
2. Staff members will be compensated at the rate of $100.00 per night for each night of overnight trips and all approved expenses will be covered by the school district.
3. A field trip approval form must be turned in for all performance or activity trips. The appropriate approval/signatures must be attained prior to fund raising activity. The application will include the learning opportunities the trip will provide, the schedule of events and the procedures for supervision. All chaperones and students will sign a trip rules form which will include all drug, tobacco and alcohol prohibitions, as well as commitments to follow school rules and fully participate in trip activities. Further, overnight trips will include a presentation to the school board after the trip is completed.
4. The school will not maintain accounts, approve fund raising during school or school sponsored events, or provide any logistical support for non-­approved trips.
5. All appropriate signatures for an overnight trip application must be gathered prior to school sanctioned fund raising.
6. The school reserves the right to restrict participation to students and adults who will support the trip agreements, contribute towards the fund raising effort and provide positive representation of South Hero and the Folsom Educational. Center. Final decision on trip participation will be made by the principal.
7. Overnight trip responsibilities include:

STAFF

1. Submission of trip application to attain trip approval (see attached).
2. Planning or arranging for the planning of the trip including transportation, lodging, meals and activities.
3. In each of these trip areas, a format for student and parent involvement and input will be provided.
4. Overall responsibility for explaining and enforcing trip rules.
5. Signing and supporting trip agreement criteria (see attached example).

PARENTS

1. Planning fund raising activities.
2. Securing approval prior to any fund raising activity.
3. Providing sufficient supervision of students during fund raising conducted outside of school hours.
4. Signing and supporting the trip agreement criteria.
5. Contributing to trip planning overseen by school staff.

STUDENTS

1. Contributing an agreed upon number of hours towards fund raising efforts.
2. Signing and supporting the trip agreement criteria.
3. Contributing to trip planning overseen by school staff.