PROCEDURE: FIELD TRIPS

Rationale:
The Board endorses the use of field trips as extensions of classroom experiences.
The Superintendent will ensure that procedures are developed to enable students to participate in field trips that are meaningful, appropriate, and in support of curriculum.

Administrative Responsibilities:
The administration shall regulate field trips to ensure:
1. The educational value of the trip.
2. The health and safety of the students.
3. The adequate and appropriate supervision of students.
4. That all participants have written parental/guardian permission.
5. That no student be excluded from participation for economic, disciplinary, or academic reasons without advance approval by the administration.
6. That arrangements are thorough and comply with district procedures and state law.
7. That the trip be of reasonable and acceptable expense to achieve its intended purpose.
8. That any over night or out of state field trips require additional consideration and must be approved in advance by the principal.
9. Superintendent approval required for out-of-country field trips. The Board will be informed of all out of state and out of country field trips.
10. Any field trip may be cancelled at the Board’s discretion.

Teacher Responsibilities:
Teachers shall organize and carry out field trips according to the following guidelines:
1. Teacher will submit to the principal advance written requests that include a statement of relevance to curriculum, learning outcomes, and associated costs.
2. Teachers will be responsible for obtaining permission slips from parents/guardians, scheduling transportation and accommodations, and arrangements with the site.
3. Teachers will be responsible for adequate supervision of students and coordinating arrangements with chaperones. Teachers are responsible for maintaining/enforcing appropriate district policies such as but not limited to discipline, drug and alcohol use, tobacco use and safety.
4. Teachers will submit the completed attached form with completion dates, to the Principal in advance to the field trip.
5. After the trip, the teacher responsible will submit a brief report to the principal indicating how the objectives of the trip were met, any concerns, and/or student issues.
Chaperone Responsibilities

1. Chaperones must successfully complete the voluntary background check process prior to participating on a field trip. A state background check is required for all day trips. State and FBI Criminal background checks, which involve fingerprinting, are required for any overnight trip. Check attached form for types and lead times.

2. Chaperones must follow all district policies including, but not limited to tobacco use, drug and alcohol use. Smoking in the presence of students is not permissible. The use of alcohol or any non-prescription or controlled substance is forbidden at any time during a field trip.

Transportation:
Transportation for all school approved field trips or extra-curricular activities shall be provided in school authorized vehicles complying with Vermont statutes (reference 23 VSA, Chapter 1 and 16 VSA, Chapter 27) pertaining to such vehicles and all regulations promulgated by the Vermont Department of Motor Vehicles which govern the operation of vehicles used for transporting public school students and with District policy (C3 Transportation). The use of private (non-school bus) vehicles for such purposes will be subject to the approval of the Principal in advance, and after consultation with the Superintendent to ensure the following:

1. That no more than five (5) students be transported (six occupants including the driver) provided that the vehicle has safety belts for all persons being transported.
2. That the prospective operator be deemed reputable, hold a valid Vermont driver’s license with appropriate endorsements and with demonstrated safe driving record.
3. That the prospective driver completes a background check and is approved by the Superintendent as a volunteer. No driver may be in unsupervised contact with schoolchildren without a successfully completed background check.
4. That proof of insurance be provided by the owner and operator of said vehicle demonstrating “in force” coverage for such use and purposes, and meeting statutory liability coverage requirements for personal injury and property damage as the primary insured, in the event of an accident.
5. That adequate school district liability insurance coverage be “in force” for authorized non-owner business automobile use and as the secondary insured in the event of an accident.
MAPLE RUN UNIFIED SCHOOL DISTRICT

Request for School Field Trip

--- Date of Request ---

School: BFA  NWTC  SATEC  SAC  Fairfield  FCSU

Location/Description of Activity Requested: ________________________________

Intended Learning Outcomes: ____________________________________________

Event Date(s): ___________ Times: ___________ # Students: ______ # Adults: ______

List Adults, Positions (employee, parent, etc.): ________________________________

Please indicate the cost(s)/needs associated with this activity: _____________________

Indicate any cost for students and/or families to participate in your activity or program ______

Add Date of Completion by each task:

Permission slips obtained: _______ Proof of licensure/insurance: _______

Transportation arranged: _______ Accommodations arranged: _______

Chaperones arranged: _______ FBI Fingerprinting and state background checks for
overnight trips at least 60 days in advance ______

Request sent to Central Office: _______ State background check for day trips at
least 1 week in advance ______

Other, ________________________________________________________________

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Principal Approval  Denial ____________________________ Date: ____________

Circle one  Signature

Superintendent Approval  Denial ____________________________ Date: ____________

Circle one  Signature

Reason for denial: ______________________________________________________

Post Trip Feedback: Share the Learning Outcomes/Objectives achieved: _______________________

________________________________________________________________________

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