



BELLOWS FREE ACADEMY/NWTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER

Procedure



PROCEDURE: FIELD TRIPS

CODE: D30p

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, _____

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: _____

