

Policy School Trips

File Code: IICA

School trips are classroom-extended educational opportunities that include both field trips and class trips. School trips include extended trips, which require an over-night stay and short trips that do not require an overnight accommodation.

Successful school trips require thorough planning which includes the following steps:

- Preliminary approval of the principal or his/her designee;
- Completion of the School's Trip Checklist
- Relationship to the curriculum and/or Vermont Standards;
- Description of student activities
- Completion of parent/guardian permission form;
- Completion of student/participant agreement;
- Final approval by the principal or his/her designee.

The attached School Trip Checklist shall provide guidance to trip organizers when planning a trip and organizing a proposal for the Principal's approval.

The principal or his/her designee shall take into consideration factors which encourage fairness and promote the best interests of the students and the entire school community when considering a request to take a school trip. The Principal's determination shall consider the educational purpose and objectives of the trip. All school trips shall maximize the educational benefits to all students and minimize the impact on the student population and the educational community. Extended school trips should be made within the boundaries of the school vacation calendar whenever possible in order to minimize the impact on student academic performance for participants and the entire school body. The Principal's approval shall take into account the mental, physical and financial abilities required for students to participate. The school will make reasonable accommodations to achieve the highest participation. The Principal or designee shall ensure that alternate educational arrangements are offered for students not participating for a legitimate, approved reason.

The School's code of conduct shall be in effect for all participants on the school trip. School trip organizers shall distribute and explain the behavioral expectations, code of conduct and any risks associated with the particular trip to all participants, including chaperones, volunteers and staff.

Participants and chaperones shall be made aware and understand the risks, expectations, policies and rules of the school trip and agree to abide by them. All participants and chaperones shall have a relationship with the school and a recognized purpose for going on the trip.

Written parental or guardian permission is required for all school trip participants under the age of 18. For extended school trips, parents or guardians and participants over the age of 18 shall sign a statement which verifies that they are aware of the expectations and any applicable risks associated with the particular school trip, and that they have explained the same to their son/daughter. Trip organizers shall also obtain a signed medical history and consent to medical treatment form for all trip participants, including chaperones and staff.

All school trips which use the services of a contracted trip organizer and/or provider, must have the organization approved by the Principal or his/her designee. All contracted organizations/vendors must be accredited and insured. Also, such organizations shall provide a written contract specifying what services will be provided and their responsibilities to the school and trip participants & staff.

It is the goal and obligation of the CCSU member school districts to ensure the safety and welfare of their students and participants on all school trips. Appropriate analysis of domestic and international security intelligence is therefore essential to ensure their physical well being on school trips and related travel. For domestic travel, all trip organizers shall examine applicable recommendations and warnings issued by the Department of Justice, the Office of Homeland Security, and the Federal Bureau of Investigation. For international travel, all trip organizers shall examine the U.S. State Department's current recommendations and travel advisories applicable to American citizens for all itinerary and destination countries. Such examinations shall be conducted as close to the departure date as possible in order to provide the most current and accurate information available. Verification of this analysis by the Principal or their designee shall be a required step in the approval process. The superintendent shall make decisions regarding the interpretation of such travel warnings and alerts.

When school trips involve cross-border travel, including to and from Canada, all involved will have original forms of identification available for presentation at the border crossings (example: voter registration card, drivers' license, or birth certificate). Naturalized students will also require a passport. F-1 students will also possess either Form I-94 or I-20. Students

of foreign parents working in the United States should have an I-20. Refugees, resident aliens, or legal immigrants need an I-551 ("green card"). Extended cross-border trips (such as staying overnight in Canada) may require additional documentation; the United States Immigration and Naturalization Service Office (Federal Building, Main Street, St. Albans, VT 05478) should be consulted for such trips. Note that photocopies or duplicates of any documentation are insufficient.

Adopted: March 25, 2002

First Reading: January 28, 2002

Chittenden Central Supervisory Union