

Field Trips

D30(formerly G03-D09)

Adopted 6-14-11

Reviewed 1-26-2016

Policy

The Leland and Gray School Board encourages and sanctions field trips, including participation in educational activities, community civic/service projects, and international travel that advance the school's mission. These trips must be educational in nature, pertain to a specific element of the curriculum, and be integrated into the curriculum.

The school administration will establish field trips procedures in order to safeguard the physical and educational welfare of participating students. These procedures shall be communicated to school staff-members, including the provision for chaperone responsibilities, an adequate chaperone: student ratio, and required approval and transportation forms. School faculty/staff shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. All school rules apply on field trips as stated in the current's year Leland and Gray Student Handbook.

Procedures

D30-P(formerly G03-P/D09-P)

Definition: A field trip is a school-sponsored curricular activity that takes place off campus. In order for a Leland and Gray employee to bring one or more students on a field trip, parent/guardians must be given, preferably in advance and in writing.

1. Every field trip must have a Lead Teacher who assumes responsibility for the welfare of student participants and all aspects of field trip preparation and implementation. Before discussing the field trip with students or parents, the Lead Teacher must first complete the Educational Field Trip Approval Form and Long-Distance/International Travel Supplement Form (if applicable) and receive written approval by the principal or designee.
2. The principal will inform the School Board Chair of field trips that include international travel or beyond Vermont, Connecticut, New York, New Hampshire, Maine, and Massachusetts.
3. The Lead Teacher of the field trip must follow the guidelines listed on the Educational Field Trip Approval Form, the Long-Distance/International Travel Supplement Form (if applicable) and the chaperone guide listed below.
4. The Lead Teacher will communicate to parents/guardians and students the educational goals and all logistical information pertaining the field trip. This information will be included in the parent permission slip, which requires a signature for a student to participate, emergency contact information, and medical insurance information. In case of emergency, a parent may give approval and provide this information by phone. The Lead Teacher will bring all students' permission slips on the trip.

5. The Lead Teacher must adhere to the additional procedures listed in the Educational Field Trip Approval Form and Long-Distance/International Travel Supplement Form.

Chaperone Guide

The principal will provide a Chaperone Guide as part of the Leland and Gray Faculty/Staff Handbook, which includes a primer on school rules, important phone numbers, procedures for managing ill and injured students, and an emergency plan.

The Lead Teacher will arrange an adequate number of chaperones for field trips in order to provide the level supervision appropriate for the destination and activities and in compliance with the field trip site. The Lead Teacher will attempt to include at least one male chaperone and at least one female chaperone. Before the trip, the Lead Teacher will provide a copy of the Chaperone Guide to inform them of chaperones' responsibilities.

Chaperones for field trips must be at least 21 years old and be prepared to provide supervision virtually 24 hours a day – 7 days a week in order to ensure student safety and adherence to school rules. Chaperones must follow school rules and safety procedures at all times. Chaperones must expect to be accessible to supervise and support students at all times. In advance, the Lead Teacher may give an exception to a chaperone for a mutually agreed period of time. Only when adequate supervision coverage remains can the Lead Teacher give a chaperone permission to be temporarily relieved of responsibilities.

General chaperone responsibilities include but are not necessarily limited to:

1. Knowing where students are at all times, particularly those assigned to them for direct supervision.
2. Knowing where the Lead Teacher is at all times.
3. Knowing the day's itinerary.
4. Modeling respectful behaviors appropriate to the setting.
5. Understanding, complying with, and enforcing all school rules.
6. Understanding procedures for dealing with an ill or injured student and other emergencies outlined in the Chaperone Guide.
7. Reporting all concerns about students or any other aspects of the field trip to the Lead Teacher.