

FIELD TRIP PROCEDURES

Effective: 2014-2015 School Year

1. **Activities on School Property.** Activities in school buildings and on school grounds are not considered field trips and no parent permission is required for them. Parents are notified of this at the beginning of the year in the student handbook. Principals and secretaries will be notified when classes are leaving the building.
2. **Field Trips Within Town.** Blanket parent permission for trips within town will be sought and obtained on the registration form at start of school year; notice will occur prior to actual events via one or more of the following: Alert Now email, phone call, written notice. Principal approval is required in advance of the trip. Depending on the nature of the trip, the school's field trip packet may be required.
3. **In-State Day Field Trips.** All trips outside of town require Principal approval. The school's field trip packet must be completed. A separate, signed, parent permission slip is required. Furthermore, in-state background checks must be completed and cleared for all chaperones going on the trip.
4. **Out-of-State Day Field Trips.** These require both Principal and Superintendent approval. The school's field trip packet must be completed one month prior, and a separate, signed, parent permission slip is required. Furthermore, in-state background checks must be completed and cleared for all chaperones going on the trip.
5. **Overnight Field Trips.** These require both Principal and Superintendent approval. The school's field trip packet must be completed one month prior, and a signed, parent permission slip is required. Furthermore, background checks (inclusive of fingerprinting) must be completed and cleared for all chaperones, parents and other adults going on the trip.
6. **Out-of-Country Field Trips.** These require Principal, Superintendent and Board approval. The school's field trip packet must be completed six months prior, and a signed, parent permission slip is required. (For trips to Canada, timeline exceptions may be made.) Furthermore, background checks (inclusive of fingerprinting) must be completed and cleared for all chaperones, parents and other adults going on the trip.

The Boards reserve the right to cancel the approval at any time prior to departure if either of the following conditions apply:

1. *If the destination appears on the U.S. Department of State list of places not recommended for travel, or*
2. *If the terror threat level is high.*

Please note:

- **Accessibility for all students must be confirmed for transportation.**
- **Accessibility for all students and adults must be confirmed at each destination.**
- **All approvals must be obtained prior to any activities related to the field trip (e.g. fundraising, reservations, parent notification, etc.)**
- **Anticipate three weeks to process Vermont background checks**
- **Anticipate six weeks to process federal background checks, costs of which will be reimbursable and will be absorbed within field trip costs/expenses**
- **All background checks must come back cleared**
- **Procedures for activities on school district properties and field trips are included in the Student/Parent Handbook**