

# PROCEDURE WSD609

## WINOOSKI SCHOOL DISTRICT

### FIELD TRIPS

1. **Day trip:**
  - a) There shall be at least one adult chaperone for every 10 students, or part thereof.
  - b) Each field trip shall include a “buddy system” or chaperone assignment procedure in order to maintain a constant check on each student’s whereabouts.
  - c) Each teacher on a field trip shall maintain a list of students on the trip and check off names at both the beginning and the ending of the trip or at periodic intervals.
  - d) All students on a field trip must have an appropriately written and signed permission slip (see attached form).
  - e) The teachers will ensure that a basic first aid kit is available on any bus used for the trip.
  - f) All trips must be in vehicles approved by the Superintendent’s office.
  - g) If swimming is allowed, there must be an appropriate number of Red Cross certified lifeguard on duty at all times.
  - h) All problems noted on a trip shall be reported to the respective principal’s office at the earliest opportunity.
  - i) Field Trip and transportation Approval Forms must be submitted to and approved by the Superintendent’s office (see attached form).
  - j) The Board shall be notified of any field trip comprised of an entire grade level or larger student body.
  - k) Requirements of the Americans with Disabilities Act (ADA) will be followed when planning all day trips. Students with disabilities must be provided an equal opportunity to participate to the maximum extent feasible.
    1. If the grade level or class has a student in a wheelchair, the bus must be wheelchair accessible.
    2. Teachers will not allow field trip destinations to be “student driven”, particularly at the Middle School and High School level. Instead, teachers will provide students with a list of acceptable destinations that will allow those with disabilities to participate to the maximum extent feasible.
    3. Before sharing the field trip list with students, the teacher(s) will present it to the Principal and/or Director of Special Education for approval under the ADA guidelines. Once approved, teachers may present the list of choices to students for a vote.
2. **Overnight Trip:**
  - a) All conditions outlined in the Day Trip section above.
  - b) Trip needs approval of Superintendent prior to making specific arrangements
  - c) Insurance riders will be obtained, as necessary.
  - d) Travel arrangements and lodging accommodations should be made so that a student with a disability is included to the full extent possible (i.e. if staying in a hotel, then everyone stays in the same hotel).
3. **Out of the Country Trip:**
  - a) All conditions outlined above in the Day Trip (Section #1) and Overnight Trips (Section #2) apply.
  - b) Trip needs approval of Board of School Trustees prior to making specific arrangements
  - c) Teacher organizers must ensure that all international travel laws and regulations are properly enforced. Particular attention must be paid to students who are born outside of the United States in terms of birth certificates, Citizenship papers and/or passports.
  - d) Insurance riders will be obtained, as necessary.

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- d) Travel arrangements and lodging accommodations should be made so that a student with a disability is included to the full extent possible (i.e. if staying in a hotel, then everyone stays in the same hotel).

Reviewed and Updated: September 20, 2016

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FIELD TRIP AND TRANSPORTATION APPROVAL FORM

This form must be submitted in triplicate for each field trip which takes a group of students from the school grounds during school hours and all school sponsored activities conducted away from the grounds when school is not in session. The form must be completed by the teacher in charge and submitted to the principal's office **at least one (1) week** in advance of the planned activity. Parent permission slips are necessary for all field trips.

DATE(S) OF FIELD TRIP: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

TEACHER(S) MAKING REQUEST: \_\_\_\_\_ GRADE: \_\_\_\_\_

TIME OF DEPARTURE FROM SCHOOL: \_\_\_\_\_ TIME OF DEPARTURE AT SITE: \_\_\_\_\_

PURPOSE OF TRIP AND RELATION TO CURRICULUM: \_\_\_\_\_

\_\_\_\_\_

# OF STUDENTS: \_\_\_\_\_ TEACHERS AND CHAPERONES: \_\_\_\_\_

\_\_\_\_\_

FINANCIAL ARRANGEMENTS: \_\_\_\_\_

\_\_\_\_\_

METHOD OF TRANSPORTATION (circle):      Contracted School Bus      Commercial Bus  
Private Cars\*      District Sped Bus      Walking  
Other (list)

\*LIST PEOPLE THAT WILL BE USING THEIR CAR FOR TRANSPORTATION: \_\_\_\_\_

\_\_\_\_\_

(Note: All drivers must have proof of license, registration and insurance on file in the Superintendent's Office prior to trip.)

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

P.O. # (for contracted or commercial bus): \_\_\_\_\_