

**BARRE SUPERVISORY UNION # 61
POLICY****Code: G3**

1st Reading: 12/20/2018

2nd Reading: 1/17/2019

Adopted: 1/17/2019

FIELD TRIPS**Policy**

It is the policy of the Barre Supervisory Union to endorse the use of field trips as extensions of classroom experiences.

Implementation

Administration shall develop procedures on field trips to address the following guidelines:

1. Teachers shall submit to the Principal/Director a written request for approval for a field trip.
2. Out of state field trips, and/or overnight field trips require Board approval.
3. Requests will be submitted in a timely fashion
4. Accompanying the request for approval must be information specifying those students who are participating and the basis for their participation. In addition, the report must state specific reference to the curriculum, learning outcomes, the source of payment for the field trip, the method of transportation, as well as commencement and termination times, dates, number of school personnel to attend, number of additional chaperones, method of financing the adult participation, and any other pertinent information.
5. Teachers organizing field trips will be responsible for obtaining signed permission slips from parents, scheduling transportation, and overseeing arrangements with the site of the field trip.
6. Those individuals responsible for the field trip shall submit a list of participants to the school nurse and a principal in a timely fashion so that provisions for any special medical problems and/or precautions can be provided.
7. Field trip costs over and above those normally budgeted for by the supervisory union will be paid for by the student's parents directly and/or through fundraising activities. Funds will exist for any student who desires to attend but is unable to pay the individual cost of travel and accommodations.
8. All chaperones shall comply with Policy D7, Volunteers & Work Study Students.

