



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Instruction	CODE	D60
TITLE	Educational Travel Policy		

POLICY

It is the policy of the Addison Northwest School District (ANWSD) that field trips should serve as an integral and meaningful part of the educational experience. Field trips must be aligned with the curriculum, Educational Programs, Student Organizations, or other classes. The safety, well-being, and supervision of students on field trips are a priority, and administrators and faculty are responsible for ensuring that appropriate measures are in place.

General Guidelines

1. Field Trip Approval Process:

- All field trips must be approved by the school Principal before they can proceed.
- Overnight trips or any trips outside of the contiguous 48 states (including during vacation periods) require prior approval from the Superintendent.
- **Out-of-Country Field Trips:** Field trips to destinations outside of the United States require prior approval from the Principal, Superintendent, and the Board. These trips must be submitted for approval **at least one year in advance**, with the exception of trips to Canada, which may follow a modified timeline.

2. Types of Field Trips & Requirements:

- **Activities on School Property:** These are not considered field trips and do not require parent/ guardian permission. Parent/ guardians will be informed of this distinction at the beginning of the school year through the student handbook.
- **Field Trips Within Town/ District:** Blanket parent/ guardian permission for trips within the town/ district will be obtained on the student’s registration form at the start of the school year. Notice of individual trips will be provided to parent/ guardians prior to the event via Alert Now (email or phone call) or written notice. The Principal must approve all trips, and field trip documentation may be required.
- **In-State Day Field Trips:** For all trips outside the town limits, Principal approval is required, along with completion of the school’s field trip packet. A signed parent/ guardian permission slip is also mandatory. In-state background checks must be completed and cleared for all chaperones.
- **Out-of-State Day Field Trips:** These trips require both Principal and Superintendent approval. All required paperwork must be completed and submitted at least one month

prior to the trip. A signed parent/ guardian permission slip and completed background checks for all chaperones are required.

- **Overnight Field Trips:** Overnight trips require both Principal and Superintendent approval. A completed field trip packet, signed parent/ guardian permission slips, and background checks (including fingerprinting) for all chaperones and adults accompanying the trip are required.
- **Out-of-Country Field Trips:** These trips require approval from the Principal, Superintendent, and the Board. Documentation must be submitted **at least one year in advance**, and background checks (including fingerprinting) must be completed for all chaperones, parent/ guardians, and accompanying adults.

3. **Approval Criteria:**

- The District reserves the right to cancel approval for any field trip prior to departure if the destination appears on the U.S. Department of State's list of locations not recommended for travel, or if the terror threat level is considered high.

4. **Safety and Supervision:**

- Adequate supervision must be ensured for all students during field trips. The number of chaperones required will be determined by the nature and scope of the trip.
- All chaperones must be properly vetted through background checks, which include federal and state clearances, as well as fingerprinting for overnight and out-of-country trips.
- Transportation arrangements must be accessible to all students. Additionally, accessibility at the field trip destination must be confirmed for both students and adults.

5. **Field Trip Documentation:**

- **Field Trip Packet:** A field trip packet must be completed for all trips, including day and overnight trips. This packet should include logistical details, a list of chaperones, and confirmation of necessary permissions.
- **Parent / Guardian Permission:** A signed parent/ guardian/ guardian permission slip is required for all trips outside of town, including in-state, out-of-state, and overnight trips. For out-of-country trips, a signed permission slip is mandatory for each participant.
- **Background Checks:** Background checks must be completed for all chaperones and other adults accompanying students on field trips. Vermont background checks typically require up to three weeks to process, while federal background checks may take up to six weeks. The costs of background checks will be reimbursed by the District and will be factored into the trip's overall expenses.

6. **Logistics and Insurance:**

- **Transportation:** The District will confirm that transportation is accessible for all students and that all students are safely accommodated during the trip.

- **Insurance:** Adequate insurance coverage for all field trips will be confirmed before departure.
- **Early Planning:** All field trip plans and associated activities, including fundraising, reservations, and parent/ guardian notifications, must be approved by the Principal and Superintendent before they can proceed.

Policy Enforcement:

- It is the responsibility of all faculty, administrators, and staff to ensure compliance with this policy. Any field trip that does not meet the outlined requirements will not be permitted.

This policy is designed to promote safe, enriching, and well-organized field trips that enhance the educational experience for students, while also ensuring the safety and well-being of all participants. The Addison Northwest School District will continue to monitor and update field trip procedures to ensure alignment with best practices and regulatory requirements.

Date Warned: April 4, 2025

Date Adopted: April 7, 2025

Legal Reference(s):

Cross Reference: