

EDUCATIONAL TRIPS - PROCEDURES

Field Trips should reflect the learning activities of the regular classroom. It shall be the responsibility of the teacher and the building principal or other administrative person to ensure that educational trips meet these criteria.

Children shall be expected to exhibit appropriate social and educational behavior at all times during the trip. Students who fail to comply may be sent home at parental expense.

PROCEDURES FOR TEACHERS AND GROUP LEADERS

1. Teachers shall inform parents in writing of any educational trip that requires the students to leave the immediate school community (*neighborhood*). This statement shall include a brief statement of the trip, its destination, and the times of departure and return. In the event of a trip that requires private or contracted transportation, or leaves the school community, parental permission in the form of a signed permission slip shall be required. Confirmation by telephone or approval by the principal or administrative person may be given at their discretion for any child not meeting the parental signature criteria.
2. Overnight trips shall require written parental permission. An itinerary and a telephone number where the group may be reached during the trip shall be provided to the parent or guardian. A local contact number will also be provided prior to departure.
3. Serious injuries or health problems shall be reported to the parent or guardian as soon as possible. Minor injuries or health problems shall be made known to the parent or guardian upon return from the trip. All injuries or health problems shall be reported to the school office using the school accident form.
4. The group leader shall take a first aid travel kit with them.
5. Trips to beaches, ponds, lakes, etc. for picnics, science studies, etc. are acceptable, but thorough supervision shall be provided at all times.
6. Trips should be postponed if the weather may result in questionable road conditions.
7. Substitute teachers may undertake a trip with the permission of the principal or principal's designee.
8. All trips shall be approved by the principal.

TRANSPORTATION

1. Transportation may be provided using school buses, public transportation, commercial transportation, or private vehicles:

Use of private vehicles:

- a. They shall be in good maintenance
- b. Adequate liability insurance shall be in effect
(Recommended: \$100,000/\$300,000)
- c. If the trip is going to be in Canada, the owner of the vehicle should be in possession of a Canadian Non-resident insurance card. (Obtainable from their insurance company at no charge.)
- d. Each vehicle may carry only the number of passengers for which there are seat belts. Students will be individually seat belted at all times.
- e. Vehicles may be operated only by properly licensed drivers.
- f. Students shall not be permitted to drive any vehicles on trips.

CHAPERONES

1. Each chaperone shall be provided with a list of students assigned to his/her care. Any special needs of a student shall be brought to the attention of a chaperone prior to the trip.
2. Chaperones shall be briefed on the educational objectives of the trip by the teacher prior to leaving.
3. It is recommended that there be at least one chaperone for every five (5) students in grades K-5 and one for every ten (10) students in grades 6-12. (Some establishments or activities may require different numbers of chaperones.)
4. Chaperones will be provided information regarding their responsibilities, and will be expected to know and carry out all duties and to exhibit appropriate behaviors at all times during the field trip.

INTERNATIONAL EDUCATIONAL TRIPS

International educational trips are supported by the Burlington School District, and specifically by Burlington High School, as an extension of the learning program. Generally conducted by teachers of foreign languages, the trips allow students to experience the culture of a country while practicing language skills. The trips, such as the long-standing exchanges with France and Germany, may include homestays. The following procedures guide the conduct of these trips: