

COLCHESTER SCHOOL DISTRICT

POLICY: SCHOOL SPONSORED TRIPS: CURRICULUM-BASED AND ELECTIVE TRIPS

DATE ADOPTED: October 3, 2017

PURPOSE

The school board recognizes that school-sponsored trips are important components of a student's development and educational program. In addition to supplementing and enriching classroom learning experiences, such trips encourage new interests among students, increase their understanding of the outside world, and increase awareness of community resources. Any student may be denied access to a field trip who demonstrates behavior, discipline, safety concerns or becomes ineligible for academic reasons. The board believes that careful planning can significantly enhance the value and safety of school trips.

I. CURRICULUM-BASED TRIPS

Curriculum-based trips are considered to be an integral part of the regular school curriculum and are available to all students. If for any reason a student does not attend but will be in school that day, alternative curricular-linked activities must be provided.

II. ELECTIVE BASED TRIPS

The board also recognizes the value of elective trips which are designed to enhance the educational program and learning opportunities for students. The opportunity to participate in elective trips will be open to students who have the requisite knowledge base, skills, and interest.

The district is not responsible for any costs associated with elective trips.

III. APPROVAL

All trips taking place within Vermont shall be approved by the principal. The principal will ensure that adequate staff coverage exists for instruction to continue in the teacher's absence. Any day trips taking students outside of Vermont must also be approved by the Superintendent. All overnight trips must be presented and approved by the board at least six months in advance. The board recognizes that there are times where the six-month deadline is not attainable. With approval from the principal and superintendent, overnight trips taking place within the six-month deadline may be presented to the board on a case by case basis.

IV. ADMINISTRATIVE RESPONSIBILITIES

The Superintendent shall develop comprehensive procedures to facilitate the planning and approval process for all curriculum based trips. Such procedures shall include, but are not limited to the following:

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- A.** Identification of clear educational objectives which relate directly to the school curriculum.
- B.** Advance coordination of accommodations to ensure equal opportunities for participation by students with disabilities.
- C.** Communication to all students and chaperones that the reach of school policies and the student handbook extends to the conduct of students during all school sponsored activities, including trips.
- D.** Safety plans for students and their proper supervision by school staff and appropriate volunteers.
- E.** Contingencies need to be made in advance to handle and address any number of safety considerations: missing student(s), theft, student behavior, or any security incident.
- F.** Appropriate planning and budgeting for the cost of the trip, including plans to ensure that no student is denied access to trips on the basis of cost.
- G.** Cancellation provisions regarding foreign trips.
- H.** Appropriate medical precautions.
- I.** Coordination with the U.S. State Department for trips outside of the United States or Canada.
- J.** Appropriate involvement of students and parents in trip planning.
- K.** Develop a student selection process for elective trips with limited enrollment.

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Second Reading: