

BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE G7P: FIELD LEARNING PROCEDURES

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Summary

This procedure outlines the expectations for adults bringing students off school grounds for educational purposes. The intent is to ensure student safety and to keep all necessary staff informed about students who will be out of the building. We wish to balance this need with providing flexibility for teachers to best meet the educational needs of their students.

Equal Access

School districts have a legal obligation to ensure students with disabilities are able to participate in the school's programs, including field trips and extracurricular activities, to the fullest extent possible, including through the use of accommodations. Denying a student with special health care needs the right to participate in extracurricular activities or field trips solely due to the student's disability violates IDEA and/or Section 504.

A student who requires medical care cannot be excluded from a field trip due to a lack of personnel to provide required medical/nursing services. A school nurse who is familiar with the student's health condition and treatment may need to accompany the student if the school nurse determines that medical care cannot legally or safely be delegated. (Alternatively, a student's parent may accompany the child to provide this care, but cannot be required to do so.)

Permission to Participate

Local Field Trips are defined as any trips that leave school property and are within the city limits of Burlington that are accessed by GMT buses or on foot. All families are required to complete the Permission and Release Form for Local

School Trips and Programs in PowerSchool. Unless a family has chosen to opt out, this permission is sufficient for walking field trips or those using GMT within the City limits. If staff are simply bringing their class to the nearby playground, for a neighborhood walk, or otherwise bringing them off school grounds for a quick break, *this Permission Release Form for Local School Trips and Programs is sufficient* and a field trip request form is not needed. **However, all plans need to be followed, including medical ones. Check with your nurse and administrative assistant prior to leaving school grounds.**

STEP 1: Organizing

Adults organizing the field trip must fill out the **Field Trip Learning Request Form** specific to their building within the time frame below:

- Walking field trip (includes GMT within city limits) - 1 week in advance
- In-State, Driving field trip (not GMT) - 2 weeks in advance
- Overnight or Out-of-State Field Trip - 1 month in advance
- Out-of-Country Field Trip - at least 2 months in advance

Note: Same-day trips are NOT allowed under any circumstances, other than those that need to be rescheduled (and only with Principal approval), or for a neighborhood walk/bringing students off school grounds for a quick break.

Field Trip Request Forms

<u>Grades 9-12</u>	<u>Grades 6-8</u>	<u>Grades K-5</u>
Burlington High School Burlington Technical Center Eagle Bay Academy	Edmunds Middle School Hunt Middle School	Champlain Elementary C.P. Smith Elementary Edmunds Elementary Integrated Arts Academy J.J. Flynn Elementary Sustainability Academy

STEP 2: Getting Approval

Field Trip requests will be reviewed by the principal, nurse, and administrative assistant in each building. Requests from Eagle Bay Academy and BTC will be reviewed by the District Lead Nurse and their building administrator.

Determining factors for approval include

- Does the trip have a curriculum connection?
- Does the student-to-adult ratio meet the 13:1 requirement, or at least two adults with a small group?
- Have all of the volunteer chaperones completed fingerprinting and background checks with HR?
- Does the field trip date work in accordance with other school calendar activities?
- Do we have enough time before the trip date to ensure correct medication orders and laws can be gathered and followed?
- Has an adult been trained in the health needs and medication administration for daily medications?
- Are there enough school nurses to cover field trips to support all legal obligations for health needs (more details below under "All Things Health Related")?
- Is there a parent-approved plan in place for students with diabetes for the field trip?
- Has proper documentation been secured from out-of-state agencies to legally give medications on the field trip?

STEP 3: Solidifying Plans

Permission Slips

- For walking field trips (including GMT within city limits), make sure every student has a completed Agreements and Permissions form in PowerSchool.
- For all other trips, create, print, disseminate, and collect permission slips for all students participating in the field trip. Permission slips should be collected one week before the trip. Identify an employee participating in the trip to be responsible for holding the permission slips during the trip in the event of an emergency.
 - [Day Trip Parent Permission Slip](#) (with the exception of the walking field trip)
 - [Overnight/Out of Country Trip Parent Permission Slip](#)

- Submit liaison ticket requests at least two weeks prior to the field trip (one month for out-of-state and two months for out-of-the-country trips) to allow our Multilingual Liaisons ample time to contact MLL families for permission. ***Liaisons and administrative assistants may get verbal permission from MLL families and communicate this via Liaison ticket requests.***

Student Medical Needs

- Teachers are responsible for completing annual training in medical emergencies, including hands-on training with the school nurse, prior to any field trip.
- Teachers are responsible for checking PowerSchool for student health alerts.
- Teachers are responsible for talking with the School Nurse about their field trip needs as soon as they are planning the event, so that all medical needs are organized and taken into account.
- All field trips must follow BSD's [Nursing Delegation Procedures](#). (*Employees giving medications on field trips must be trained per the delegation procedures prior to their field trip date.*)
- School nurses must be present on a field trip for students with certain health needs (as outlined in IEPs, 504s, or IHPs) unless the student's parent is chaperoning. Principals and school nurses need to be aware of what field trips are happening district-wide, so the number of field trips requiring a school nurse does not exceed the number of school nurses available to cover district-wide health needs.

Chaperones

- 13:1 Student to Staff Ratio
 - At least two of the chaperones must be District employees.
 - [Volunteer chaperones](#) need to complete fingerprinting and background checks; these can take as long as a month to clear.
 - Administrative Assistants have access to a list of all volunteers who have completed the proper process with HR. If you have any questions around if a volunteer chaperone has completed the process, please ask your Administrative Assistant.
- Identify one employee chaperone who will ride with any injured person in an ambulance if 911 is called.

Transportation

- Cars-All drivers need to undergo Level 3 background Checks. More information about [background checks can be found here](#).
 - Recruiting/Organizing Parent Drivers
 - The following must be completed and submitted to the Main Office **at least three days before** the trip:
 - Fingerprints on file with HR
 - [BSD Driver Permission Form](#)
 - Copy of car insurance, registration, and driver's license
- Bus Reservations
 - Arrange for Bus Payment with your building admin assistant **at the same time you submit your field trip request** (so a PO can be generated if necessary).
 - Make sure when making bus reservations that special education needs are met:
 - Do you need an accessible bus? Do you need an air-conditioned bus?

Accommodations

- Contact case managers of all students with IEPs, 504s, or Individual Health Plans who are attending the trip to help identify, arrange for, and/or anticipate needed accommodations.
- ***If IEP or other legally binding accommodations are not made ahead of time during the planning period, the field trip may be canceled on the day of, despite other planning.***

Staff Communication

- Add Field Trip to the School Calendar
- Email the whole staff about the trip taking place, including:
 - Date and time of the field trip
 - List of staff attending your trip as chaperones
 - Whom the field trip might affect (i.e., other classes, specials, etc.)

- A list of students' names of those attending the trip (recommendation: attach a Google Sheet or class roster. This will ensure that all faculty and staff are aware of the trip, especially those who either teach or provide direct services to those students).

Food Services

- If your field trip will be off campus during lunch, then please complete and submit the [Bagged Lunches Ordered](#). **This must be submitted at least two weeks before the field trip.** Absences should also be communicated to Food Services the day of the trip to get an accurate count on meals.

On the Day of the Field Trip

- Pick up your medical bag from the health office.
- Provide your front office with a cell phone number to contact the group and a full list of students and adults attending the trip.
- Be sure your attendance is complete and accurate before you leave, and let the office know if there are any changes to the adults listed to attend.
- Be sure to have an updated emergency contact list in your to-go bag.
- Confirm with your front office an approximate return time.

Out of State/Overnight Rules and Regulations to Keep in Mind

- For out-of-state field learning experiences (within the United States, but outside of Vermont borders), plans must be in place to meet the nursing license and practice laws of the state where the field trip is taking place, as well as any states through which transport and overnight stays are occurring. These rules will determine if medication can be given via delegation, if a parent must be present to give the medication, or if a nurse must be present to give the medication.
 - The Nurse Licensure Compact (NLC) allows nurses to have one multistate license, with the ability to practice in both their home state and other states participating in the compact. The school nurse must request and receive permission to practice in another state.
 - Even if a trip is in a compact state, the school nurse must still know that State's nursing regulations, laws, and scope of practice, regardless of whether they are delegating tasks to a non-nurse school staff member or actually attending the field trip and performing the necessary medical/nursing services.
 - If the state does not participate in the NLC, a temporary license may need to be obtained to legally practice nursing in that state.
- For out-of-state or overnight (in or out of state) learning experiences, a doctor's orders must be on file for any student whose home medications are to be administered on the field trip. Families must complete the BSD Medication Administration Form for each medication their child will be taking on the trip, and will have to follow the BSD Medication Administration Procedures.
- For out-of-state or overnight learning experiences where a nurse is required to be present, the nurse must be paid for their time. BSD's rate for substitute nurse pay is \$255 for 7.5 hours. Nurses will be paid for the entire time on the trip from the time the trip leaves school until the time the trip returns. *Please budget appropriately.*

Out of Country Rules and Regulations to Keep in Mind

- If the field trip involves traveling out of the country, the school nurse should contact the U.S. Embassy for directions regarding the appropriate contact for that country (**this process can take up to 2 months**).
 - When inquiring about providing professional nursing in that country, the school nurse should also inquire about that country's laws about unlicensed persons providing care and acceptable medication to carry during travel.
- In addition, this form must be completed if a student is bringing any medications-[Parent Permission for Self-Carry and Administration](#) of medication for out-of-country trips.

Medications

- At least one employee from your team must have successfully completed the BSD-approved training for delegation and must be trained in how to administer all medications **at least three days prior to the field trip:**

- Current training documentation must be on file with the school nurse prior to the date of the event or practice.
- Training for delegation should include any side effects of prescribed medications and who to contact should an emergency occur.
- Field trip **should not** be the first time the delegated personnel is giving medication to students. (Part of the approved training requires observation of the delegated personnel giving medications properly, or a simulation of proper medication administration.)
- If, for some reason, the student does not receive the medication they were supposed to take, it is the responsibility of the delegated school personnel to notify the parent and the school nurse immediately. All factors will be reviewed, and an incident report may be required.
- Delegated school personnel responsible for the administration of medication shall pick up medications, related supplies, and paperwork on the morning of the scheduled trip (or mutually agreed upon time).
- Medications, usually taken at home, but required for overnight field trips, shall meet the same requirements for safe medication administration within the school setting and follow BSD's Medication Administration Policy.
 - Medication will be provided by the parent to the school nurse in a properly labeled, pharmacy-obtained container with the right name, right route, right time, and right dose that it is to be given.
 - The school nurse (or delegated person for medication in buildings without a school nurse) will ensure that the container contains only the exact/appropriate amount of medication needed for the field trip.
 - "Rescue drugs" such as insulin, glucagon/fast-acting sugars, epinephrine auto-injectors, and rescue inhalers will stay with the student they are prescribed to if they have written permission on file for the student to carry self-administering medications. All other medications will be held by the school nurse or an assigned delegated employee on the trip.
 - All medication given must be documented. The school nurse will prepare the correct medication administration documentation for the field trip. It is the responsibility of the delegated school personnel giving the medication to document the time and date the medication was given and then initial as the delegated personnel giving the medication. Completed documentation should be returned to the school nurse upon completion of the field trip so it can be added to the student's medical records.

Clerical Information

<i>BSD Version:</i>	BSD G7 Procedure
<i>Date Adopted:</i>	January 15, 2026; Updated August 7, 2026
<i>Legal Reference(s):</i>	
<i>Policy Reference:</i>	Curriculum Coordination (G7)

Appendix A: Checklist of Needed Tasks

- This [checklist](#) may help you complete all needed tasks.