

 Meadows Arts and Technology Elementary School	School Trip Policy	
	Last Reviewed/Revised: 02/21/2017 Original	Effective Date: 04/23/2012
Reference Number: SN-STP-02212017	Original Author: MATES Board	Policy Status: Active

PURPOSE:

The Board of Directors (“Board”) of Meadows Arts and Technology Elementary School (“MATES”) recognizes that school-sponsored trips are an important component of a student’s development and supplement and enrich the classroom learning experience. In an effort to maximize the value, appropriately account for the financial expense and ensure the safety and security of students participating in these trips, all school-sponsored trips must adhere to the policies and procedures established in this policy.

SCOPE:

This policy applies to all MATES teachers, staff and students involved in school-sponsored trip coordination and/or participation.

GENERAL POLICY STATEMENT:

School-sponsored trips must be coordinated and conducted in accordance with established policy to ensure the safety of students and other participants, fiscal accountability and the achievement of desired trip objectives.

POLICY DETAILS:

1. School-Sponsored Trips
 - 1.1. The Board recognizes that school-sponsored trips are an important component of a student’s development and supplement and enrich the classroom learning experience.
 - 1.2. School-sponsored trips may be conducted in connection with the MATES course of study or school-related social, educational, cultural, athletic, or other extracurricular or co-curricular activities.
 - 1.3. Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Executive Director or designee. The Executive Director or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. Trips meeting these criteria must obtain Board approval in advance of the trip date.
 - 1.3.1. All other school-sponsored trips must obtain approval in advance by the Executive Director.
 - 1.4. The Executive Director shall establish a process for approving a staff member’s request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, school and student expense, and transportation and supervision requirements. Executive Directors may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk based on their documented disciplinary or behavioral record.

- 1.5. As MATES budgeted funds support, school funds may be used to pay in-state field trip expenses for participating students, instructors, chaperones and other personnel, as well as incidental expenses for the use of school equipment during the trip.
- 1.6. School funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of school equipment during the trip, may be paid from school funds.
- 1.7. Field trip requests shall be evaluated to identify if any student would be excluded from participation because of a lack of sufficient funds. The Executive Director or designee may seek to coordinate with community groups to supply funds for students in need or other field trip expenses. In addition, upon approval of the Board to a recommendation by the Executive Director for a specific school-sponsored trip, school funds may be utilized to defray field trip costs consistent with Sections 1.5 and 1.6, above.
- 1.8. No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds.
- 1.9. Any field trip exceeding a total cost of \$5000 must be presented to the Board for authorization of funding.
2. Supervision
 - 2.1. Students on school-sponsored trips are under the jurisdiction of the school and shall be subject to school rules and regulations.
 - 2.2. The Executive Director or designee shall ensure that adequate supervision is provided on all school sponsored trips and that there is an appropriate ratio of adults to students present on the trip.
 - 2.2.1. Chaperones must be provided with a ratio of no less than one (1) chaperone per ten (10) students. At least one chaperone must be a certificated employee of the school. If other chaperones are not certificated personnel, the chaperones must be approved by the Executive Director with name and address on the field trip request forms. This ratio shall be revised as necessary depending on the safety risks involved with the field trip and the age of student participants.
3. Parent/Guardian Permission
 - 3.1. Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The school shall provide an alternative educational experience for students whose parents/guardians do not grant permission for them to participate in a trip.
 - 3.2. The parent/guardian permission shall include language stipulating that all persons making the field trip or excursion shall be deemed to have waived all claims against the school or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving all claims.
4. Safety Issues
 - 4.1. While conducting a trip, the teacher, employee, or agent of the school shall have a school-supplied first aid kit in his/her possession or immediately available.
 - 4.2. The school shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip.

- 4.3. If the Executive Director or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.
- 4.4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the school as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.
- 4.5. Before overnight trips or trips of more than one day, the Executive Director or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.
 - 4.5.1. School Sponsored Trip Regulations
 - 4.5.1.1. General
 - 4.5.1.1.1. Teachers are responsible for the safety of students during field trips. The teacher is the primary decision maker.
 - 4.5.1.1.2. Bus drivers are only responsible for the safe operation of the bus, and for the safety of students while students are on the bus.
 - 4.5.1.2. Prior to Trip

Prior to the Trip, the Teacher or Designated Staff Member shall ensure the following requirements have been complied with:

 - 4.5.1.2.1. Complete the Field Trip Request form and submit to school office.
 - 4.5.1.2.2. Once approved, enter the event on the school master calendar.
 - 4.5.1.2.3. Select parent chaperones. Base number of chaperones on age of children, the safety risks involved with the field trip and nature of supervision required.
 - 4.5.1.2.4. Coordinate busses or other transportation, if appropriate. Submit Transportation Request and Driver Report.
 - 4.5.1.2.5. Distribute Private Vehicle Transportation form to adult drivers (if not using busses) at least two weeks in advance of scheduled trip. (Executive Director approval required one week prior to trip.)
 - 4.5.1.2.6. Distribute Field Trip/Excursion Authorization form to students at least one week in advance of scheduled trip.
 - 4.5.1.2.7. Ensure accommodations are in place for students with special needs including, but not limited to, 504 plans or IEP's.
 - 4.5.1.2.8. If a parent requests to drive his/her own child in lieu of taking the school provided transportation, they may do so with teacher permission. The parent must sign the child out in the office, and sign the child back in. However, the parent cannot take another class member unless the Private Vehicle Transportation form is completed and the parent of the other student has given written permission on the Field Trip/Excursion Authorization form.
 - 4.5.1.2.9. Validate that all parents participating in the field trip have complied with all requirements for volunteers, including fingerprinting, background check clearance, and Tuberculosis risk assessment requirements, as applicable.
 - 4.5.1.2.10. Collect field trip authorization forms and voluntary donations for field trip expenses, if applicable. Students whose parents/guardians have not granted permission for them to

- participate in the field trip are prohibited from participating in the field trip and will be assigned an alternative educational activity.
- 4.5.1.2.11. Make arrangements for students whose parents/guardians have not granted permission for them to participate in the field trip, and notify school office.
 - 4.5.1.2.12. Discuss field trip etiquette, proper attire, and safety rules with students.
 - 4.5.1.3. Day of Trip
 - 4.5.1.3.1. Check out first aid kit from Health Office. Collect student medications and instructions. Check out cellular phone, if available.
 - 4.5.1.3.2. Take one copy of student Authorization forms and submit the other set to Office Manager.
 - 4.5.1.3.3. If forming carpools, drivers should be given copies of the Authorization forms for the students who will ride in their cars.
 - 4.5.1.3.4. Take list of students in order to record attendance. Teachers should call roll as students are boarding the bus to depart. Teachers should call roll again as students board the bus for the return trip. Counting heads is not adequate.
 - 4.5.1.3.5. When you arrive at your destination, note the pick-up location and bus number. Alert students and chaperones of pick-up time, location and bus number.
 - 4.5.1.3.6. If a student is injured, contact the school and the person named on the Authorization form. If emergency medical assistance is authorized, seek it first.
 - 4.5.1.3.7. If a student is missing, the bus or private vehicles transporting students (if not using busses) will not leave. Seek assistance from personnel at the field trip site, alert other adults on the trip and notify the school immediately.
 - 4.5.1.3.8. If the trip returns to school after school hours, the teacher(s) is responsible for supervising all students until their parents/guardians pick them up.
 - 4.5.1.4. After the Trip
 - 4.5.1.4.1. Retain Field Trip Authorization forms according to the school's record retention policy. If a student is injured on the field trip, retain a copy of the injured student's Field Trip Authorization form with the incident report.

NON-COMPLIANCE TO POLICY:

Lack of adherence to this policy by MATES personnel may result in the employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE:

The MATES Executive Director, office staff and teaching staff will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board of Directors will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
SN-STP-03152010	3/15/2010	Original version.
SN-STP-04232012	4/23/2012	Updated in accordance with two year review.
SN-STP-02212017	2/21/2017	Updated and modified in accordance with two year review.