

Title: Procedure for Field Trips

Control Information

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Revision	Date	Revision Description	Originator
A	09/29/08	Initial release	Jennifer Renée
B	7/17/14	Numbering and format revision	Melissa Harris

Procedure for Field Trips

1.1. Objective:

The objective of this policy is the following:

1. Define the procedure to plan and take a field trip.
2. Ensure a system to adequately supervise students.
3. Define proper conduct for students on field trips.
4. Define responsibilities of parent/volunteer chaperones.

1.2. Procedure to plan and take field trips

1. Parents or guardians will complete a general permission slip for making student attendance eligible for any trips to local areas. Trips to areas further away, extending beyond the school day or overnight will require an additional permission slip.
2. Teachers will supply office staff with date, time, location of field trips, driving route, and an itinerary that includes proposed stops along the route, including a location for lunch and snack.
3. Teachers will notify parents of a field trip at least one week in advance. Exceptions may be made for unique opportunities that arise without notice with approval from the administrator. Teachers will remind parents of field trips a day or two before they happen.
4. Teachers (or office staff or classroom parent, if available and designated by the teacher) will prepare a field trip packet for the volunteer drivers. The field trip packet will contain itinerary, prescribed routes (maps may be necessary), chaperone assignments and the phone number of the classroom teacher's cell phone and the school's phone number.
5. Each group leader will be provided with a walkie-talkie just prior to the trip as part of the field trip packet. Teachers (or office staff or classroom volunteer, if available and designated by the teacher) will assure walkie-talkies are functioning and distributed.
6. Teachers (or office staff or classroom volunteer, if available and designated by the teacher) will be sure that at least one first aid kit is complete and ready for the trip.
7. Teachers will bring emergency contact information for each student and any medication that parents have provided the school for their child.
8. All chaperones will arrive at least 20 minutes before the trip to review their packets and to place the proper child safety seats into their cars for those students required by Policy S00020 to use one.

1.3. System to adequately supervise students

1. Chaperone assignments will be made in advance.

2. Students will only ride in authorized private vehicles with pre-approved drivers.
3. Teachers, chaperones & students name badges which will be worn at all times.
4. Students will be assigned a peer buddy.
5. Teachers will get confirmation from each chaperone at each stop along the way and before proceeding along the route that all students are accounted for.

1.4. Proper conduct for students on field trips

1. Students will represent Muddy Creek Charter School to the best of their ability.
2. Students will remain in sight of their teachers and chaperones at all times.
3. Students will obey all posted rules at sites visited.
4. Students will walk at all times, use normal classroom voices and not engage in roughhousing.
5. Students will leave every area they visit cleaner than they found it. Intentional littering will not be tolerated.
6. Students will show respect towards each other, teachers, chaperones, site staff, other visitors and the site itself.
7. General school rules and guidelines apply on trips.
8. Consequence for unacceptable behavior will be decided upon by the lead teacher and the administrator, and may result in the suspension of field trip privileges.

1.5. Responsibilities of chaperones

1. Chaperones will arrive at least 20 minutes before the scheduled departure to review their field trip packets to be sure they are familiar with students in their group and clear about the prescribed routes and itinerary and to have sufficient time to place child safety seats in cars for those students required to have one.
2. Chaperones who are driving will abide by all requirements of Policy S00020.
3. Chaperones will keep walkie-talkies on at the site.
4. Chaperones will stay with their assigned group of children and immediately notify teachers if a problem arises.
5. Chaperones will follow the same rules of conduct required of students.
6. Chaperones are not to bring along younger children as a chaperone must devote their full attention to the students assigned to them.

1.6. Responsibilities of parents

1. Parents/guardians of children required to ride in a car safety seat must provide one to the school on the day of the field trip.
2. Parents will assure their children are properly dressed for the activity and have appropriate outdoor gear suited to the weather.
3. Parents will supply a water bottle and a lunch that does not require heating.

4. Parents may not bring under school-age children. Under extenuating circumstances, the ED may grant permission (for example – one more car driver needed).