

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 121
SECTION: PROGRAMS
TITLE: FIELD TRIPS
DATE ADOPTED: NOVEMBER 1998
DATE LAST REVISED: OCTOBER 2008

FIELD TRIPS

PURPOSE

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the school. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the school.
2. Arouse new interests among students.
3. Help students relate school experiences to the reality of the world outside of school.
4. Introduce to students resources of the community, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

DEFINITION

For purpose of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of an approved course of study, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

Such excursions may be conducted during and/or beyond normal school hours including overnight, weekends, or holidays. Where the school name and/or funds are required to support the trip, it is subject to these guidelines.

AUTHORITY

All proposed field trips must be approved individually by the CEO.

Students on field trips remain under the supervision and responsibility of SVRCS and are subject to its rules and regulations.

SVRCS does not endorse, support or assume responsibility in any way for any school staff member who takes students on trips not approved by the CEO. No staff member may solicit students for such trips within its facilities or on school grounds without CEO and School Board permission.

DELEGATION OF REPOSNSIBILITY

The Administration shall prepare and implement procedures for the operation of a field trip. A field trip packet must be completed and approved by the CEO prior to any Field trip being announced.

GUIDELINES

Field trips shall be governed by guidelines which ensure that:

1. The safety and well being of students will be protected at all times.
2. Parental permission is sought and obtained before any student may participate.
3. The Administration and Board approves the purpose, itinerary and duration of each proposed trip.
4. The effectiveness of field trip activities is monitored and evaluated continuously.
5. Teachers are allowed flexibility and innovation in planning field trips.

PROCEDURES

The CEO must approve all school trips. Requests for school related trips will be made on a field trip form, completed by the trip sponsor/chaperone.

Standard written permission forms signed by the parent(s) or legal guardian(s), of affected students, must be submitted to the appropriate school office at least two (2) days prior to the trip.

Where transportation is to be arranged by the school, the chaperone/sponsor must complete the proper forms. The appropriate form must be submitted at least three (3) weeks prior to the date of the trip.

An announcement in the morning bulletin at least one (1) day before the planned trip will provide notification to teachers that certain students will be absent from class in those cases where applicable.

Normally, day trips require one (1) chaperone for every fifteen- (15) students, but should not exceed seven (7) chaperones per bus. At least one (1) chaperone for every twelve- (12) students is required if the trip requires overnight accommodations. Where students of

both sexes will be present, chaperones of both sexes are required. One of the chaperones must be the person authorized to plan the trip. The appropriate administrator may approve exceptions to these guidelines based on the situation.

All chaperones must receive instruction regarding their roles and responsibility for the trip. The chaperone/sponsor, with appropriate assistance of the school administration, will provide this instruction in the advance of the trip.

The behavior expected of students while on a trip is the same as that expected of them while in school. Procedures for handling in appropriate student behavior on the trip will be included as part of the written permission slip signed by parents or guardians. Under no circumstances will a student be sent home or elsewhere without parent knowledge. The chaperone will inform the school administration of any inappropriate behavior and any corrective action as soon as possible.

No out-of-school student-age persons are permitted to participate in the school trips. Students from KCSD may participate only if chaperones from that school are provided or if the administration of the Charter approves such participation.

All school trips initiated by staff members that extend beyond the normal school hours will not demand additional salary considerations for those staff members.

The chaperones and students must obey all rules and regulations in effect at destination point. (School Coed 517, 1361)