



## Field Trip Policy

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### **Purpose**

The purpose of this policy is to provide guidelines for the safety of students, teachers and chaperones on field trips, thereby allowing teachers to maintain control and to maximize the learning opportunity. This policy also provides guidelines for acceptable behavior for students and chaperones, to address problems that have already occurred, and prevent new ones from occurring.

### **Local Field Trips**

Students in transitional kindergarten through eighth grade are provided with the opportunity to attend local, non-overnight, field trips throughout the year.

### ***Local Field Trip Fees and Permissions***

All field trip fees are due on a designated date prior to the field trip as specified in the permission slip. In the event a student has not, by the designated date, remitted payment for fees and permission associated with a field trip, the student will not be allowed to attend the field trip. The student will remain at the School and appropriate school work or activities will be assigned.

### ***Transportation***

Transportation for trips will be provided by district or commercial charter buses whenever possible. While buses are the preferred option for transportation, Highland Academy also has the option of using parent drivers to transport students with the permission of the impacted parents, as set forth in Parent Drivers/Chaperones below.

### ***Parent Drivers/Chaperones***

Requests for parent field trip drivers will be made by the teacher or their designee. The responsibility of driving a group of students includes the requirement that all drivers must follow Highland Academy's guidelines and expectations for parent drivers. If a parent fails to follow these guidelines, they may be prohibited from driving in the future.

Parents will indicate their willingness to drive/chaperone on their child's field trip permission form. Parents will be notified if they have been selected as field trip drivers/chaperones. The teacher or designee will notify volunteers if they are needed for the trip, and will make every effort to provide notification of a field trip at least one week in advance. The teacher will submit a list of drivers to the office in advance so that the office can verify that the drivers' "Authorization to use Privately Owned Vehicles on School Business" form is accurate, current, and complete. Every attempt will be made to rotate parent drivers so that all parents interested in going on a field trip will be given an opportunity.

Parent drivers and/or chaperones must be LiveScan fingerprinted at their own expense. This must be done at least one week prior to the field trip. Fingerprinting only needs to be done once and then will remain valid for any subsequent field trips.

Parents not selected to chaperone or drive may not attend the field trip with their child unless they have requested in advance, and received, written permission from the teacher to attend. Highland Academy administration reserves the right to deny any parent permission to drive for and/or attend any trip, at any time, for any reason. Each teacher, or their designee, will organize the transportation and determine:

- Which students each parent driver will chaperone;
- All students with emergency/rescue medication or medication scheduled to be administered while on the field trip, must be accompanied by a teacher during transportation and at the destination. All medication must be carried and administered by a Highland Academy employee or licensed nurse.
- Departure time;
- Route that will be taken to the destination;
- Where to assemble upon arrival;
- Where to assemble before departure from the field trip site;
- What to do if a group returns to school before the teacher.

Parent drivers will be provided with the following information:

- A map and contact information for the destination;
- Emergency contact names and phone numbers including the teacher's cell phone;
- Information on any allergies or medical concerns for students in the parent's group.

### ***Parent Driver Guidelines***

Each chaperone is responsible for abiding by the following guidelines:

- Do not use a cell phone while driving.
- File a current and correct "Authorization to Use Privately-Owned Vehicle on School Business" form with the Highland Academy Office, with copy of license and appropriate proof of insurance. Parents must drive the vehicle cited in the information provided to the school.
- Equip the car with the number of seat belts as required by law for each child. If a parent is concerned that a child in their car requires a car seat and does not have one, they should bring it to the immediate attention of the teacher. Parents may provide booster seats for children who would be outside of the legal description.
- Provide only family-friendly entertainment in the vehicle.
- Do not stop at any location not on the itinerary, unless permission has been granted in advance, in writing, by the teacher.
- Maintain disciplined behavior for all students in the vehicle during the trip.

### ***Parent Chaperone Guidelines***

Each chaperone is responsible for abiding by the following guidelines:

- Siblings may not attend any field trip.
- Do not talk on a cell phone for an extended conversation anytime the chaperone is responsible for students on the trip, except as required for student health, safety, welfare, or to get the students to and from the destination.
- Do not provide snacks to any student.
- Know where the students assigned to your group are at all times.
- Do not leave your group unattended at any time during the field trip.

- Ensure your group maintains behavior standards consistent with Highland Academy expectations.
- Do not give permission to students to do anything that contradicts the written or spoken instructions of the teacher or administrator in charge.

### ***Chaperone to Student Ratio***

The Highland Academy adult-to-student ratio is generally 1:10 for third through eighth grade and 1:5 for transitional kindergarten through second grade. This guideline applies to all local, non-overnight field trips.

### ***Exceptions***

In the event that a parent is not selected to drive on a field trip and is not comfortable allowing their student to ride with someone else, that parent may choose to drive the student to and from the field trip. The parent needs to alert the teacher as soon as possible so that all of the pertinent information can be copied and made available. The parent must deliver and pick up their child at the designated location at the designated time. If the parent is late for pick-up, the child will be returned to school with another driver or on the bus.

### ***Student Expectations***

Students are expected to display respect for others, self-restraint, and good manners on all field trips just as they are in a Highland Academy classroom. Behavior that violates rules or jeopardizes the safety of others will be documented and reported to the appropriate administrator and consequences will be determined per the Student Discipline Policy.

Disrespectful, insubordinate, or unsafe behavior on a field trip is unacceptable and may result in exclusion from activities in addition to disciplinary action at school. In extreme cases, parents will be contacted and asked to arrange for their child to be picked up immediately.

### ***Student Attendance***

Highland Academy academic field trips are planned to enhance learning and to provide opportunities and experiences that are not available in the classroom. Students not attending the field trips must attend school for the day where they will be given class work assigned by their teachers and will be supervised by HACS staff. Should the student not attend school that day, the Attendance Policy will apply.

### ***Eligibility***

A field trip is a privilege, not a right. Safety and learning of all students on the trip is the priority of the staff at all times. Students that become ineligible at any time before the trip and during the pay schedule period may not be eligible for a refund, subject to administrative discretion. Eligibility is determined at the sole discretion of the Highland Academy administration, taking the following factors into consideration:

#### ***Academic Standing***

Students who participate in these optional field trips must be in good academic standing and have demonstrated the ability to make up missing work in a timely manner.

***Behavior Expectations***

Students who participate in these optional field trips must be in excellent behavior standing and have demonstrated the ability to quickly follow directions, control and take responsibility for their own actions, and respect the personal space and belongings of others. Eligible students should have avoided in- or out-of-school suspensions in the grading period the field trip is happening in.

***Mandatory Informational Meetings***

If students and/or parents do not attend mandatory informational meeting(s) prior to the trip, the student may be excluded from the trip or excluded from registering for the trip.

***Contacting Parents***

Parents will be contacted in the following situations:

**INJURY/ILLNESS**

Parents will be notified in the following cases of injury/illness, provided the injury/illness is reported by the student to the chaperones:

- Injury requiring medical attention;
- Fever higher than 100 degrees;
- Diarrhea;
- Head injury; and/or
- Vomiting.