

Where Children Soar

Cascade Heights Public Charter School

Standard Practice: Field Trip Procedures

Field trips are an integral part of the learning experience at CHPCS. We believe that the following policy supports this belief while taking into account safety and funding.

All field trips must be reviewed/approved by the Director following the following procedures:

Attendance and timing:

Field trips are *generally* the third Friday of the month, with a few exceptions as follows:

No field trips in the months of September, December, March and June.

If a holiday falls on the third weekend the field trip will be moved to the fourth Friday.

Field trips are to be scheduled from 7:45 am-Noon for Kindergarten and 7:45am-3:30pm for 1st-8th grade. This is a full school day and is considered instructional.

Students who do not attend field trips will receive a zero for the day and will be counted as absent. This day is counted in our required curriculum hours.

Please refrain from early pickup on field trip days. They should be treated like regular school days.

Chaperones:

All chaperones must attend an orientation and volunteer training.

All chaperones must have a background check completed and must submit a copy of their valid drivers license (non-probationary driver's license allowed) and current sufficient insurance information during the orientation. Chaperones will not be scheduled for field trips until this has been completed.

Training will be offered each trimester; September, December, and March for new chaperones.

The office will provide a list of approved parents on the 1st school day of each month.

The ratio of adults to students will follow the guidelines of the field trip destination site. [CHPCS requires a minimum of 1 adult per 5 students if off campus; on campus field trips adhere to the normal school day requirements.]

Only one adult per car is required. When possible two adults are preferred.

Students with special behavioral or emotional needs may be required to have a guardian accompany them on field trips. In special circumstances, they may also ride in the same car as the teacher and be part of the teacher's group.

Parents will follow field trip chaperone policy or their privilege to drive or chaperone will be terminated.

Parents may be reimbursed for fuel or parking fees out of the class field trip budget. This request must be submitted with original receipts by the end of the field trip day to the front office with the teacher's signature on the reimbursement form.

Chaperones will follow the itinerary provided by the teacher. Any other stops are strictly prohibited unless it is an emergency in which case the teacher must be notified.

Please make sure your car is in proper working order with a full tank of fuel before arriving to the school the morning of the field trip. The vehicle must have valid and current registration and license plates

If you are a driver you must obey the state laws at all times (seat belt/car seat requirements & speed limits especially). No movies are allowed to be viewed in vehicles. Appropriate music only and no body parts hanging out windows or any items tossed out windows of any vehicle (moving or otherwise).

Children are not allowed to have cell phones, iPod/MP3s, hand held video games etc. Please confiscate them and leave them in the office until the end of the school day.

Drivers must be over 21 years of age.

All chaperones and drivers must sign confidentiality agreements.

Distance:

Field trips will be scheduled as close to the school campus as possible, taking into account the academic focus of the trip.

Field trips over 100 miles must be pre-approved by the director.

Preplanning:

The Field Trip Operational Plan must be submitted to the director by the first Friday of the month. (The packet must include a map & driving directions)

A permission slip/information for each student must be on file or turned into the office by first Friday of month. Students who are new to the school after the first of the month are the exception.

If there are fees for the field trip, a check request must be submitted by the first Friday of the month. Checks will be given to the front office to hold until the day of the field trip or the check may be mailed ahead of time if the mailing address is provided at the time of the request.

Attendance must be taken and turned into the office before you leave campus.

Carpool group lists must be given to the office with all chaperone cell phone numbers before you leave campus.

Failure to adhere to these procedures will result in an on-campus school day, cancellation of the field trip and all related expenses paid from classroom budget.

Administration:

The main office will be open on field trip Fridays from 7:30am-4pm.

There will be an administrator or designee (someone with authority) on campus all day during the field trips.

All field trips will be pre-approved by Administration within 72 hours after receipt of the operational plan.

Teachers:

Send home a copy of the field trip details, as well as uniform requirements, with a permission slip with each student no later than 1 week prior to the field trip.

Notify your room parent of all pertinent details 10 days prior to field trip: where you are going, how many drivers are needed, the maximum of chaperones allowed, whether parking fees will be needed and whether the chaperone(s) must pay a fee to enter.

Verify the updated volunteer/chaperone list provided by the office on the first of the month and let room parent know of approved chaperone/drivers.

Provide a chaperone packet for each chaperone which includes a copy of the following:

1. General permission and emergency information for each child in their group, a copy of all chaperone cell phone numbers, teacher cell phone number, school number.

2. Itinerary for the field trip.
3. Map from the school to the destination.
4. A list of carpool assignments.

Take a first aid kit to all off campus field trips and maintain in your possession at all times.

If you are departing your field trip late and/or foresee your class will arrive late for any reason you must notify the office ASAP.

Check into the office when you arrive back on campus.

Designate a lead car and have all other cars follow. You must provide a list of the make, model and color of all cars traveling with the group for each chaperone.

Any pictures you would like on the website from field trip must be submitted to office for the webmaster. Please make sure you have verified your photo release forms provided to you by the office.

Field trips must be tied to curriculum. Operational plans must state the purpose of the field trip and the connection to curriculum.

Also see Policy: Field Trips