

# **Fieldtrip Policy, Procedure and Guidelines**

## **Philosophy**

Fieldtrips extend learning beyond the classroom and are an integral part of Renaissance Academy. The following policies have been developed to ensure a uniform procedure, to establish a coordinated standard of safety, and to provide a meaningful experience for all students.

Students may participate in fieldtrips only with parental or guardian permission. Appropriate forms must be filled out and returned to the schoolhouse prior to fieldtrip departure. Student attendance on fieldtrips is at the sole discretion of the teacher. (This may be affected by student behavior or incomplete assignments.)

## **Standards**

Transportation will be provided by carpool or by school bus. An adult representative from each family is encouraged to participate in at least two field trips per family during the year. An option for single parent families, parents whom both work, and/or families with multiple children and toddlers unable to attend fieldtrips would be a “trade” option. The “trade” option would mean parent(s) in prior mentioned situations would have the responsibility of arranging a different volunteer time in another area to compensate.

Chaperones will be included if expense, space, and necessity for additional supervision is determined to be appropriate by the teacher and field trip coordinator. Chaperones will be informed before the trip if their costs (ticket price, etc.) are covered or if they must cover their own expenses.

## **Adult Chaperone Fieldtrip Responsibilities**

- Keep carpool students with you at all times, including escorting them to the restrooms. **NEVER LEAVE ANY STUDENTS UNATTENDED.**
- Maintain order and encourage appropriate behavior both in the car and at the facility.
- Communicate observed incidents of unsafe driving to your Fieldtrip Coordinator (FC). (The FC will share those concerns with the Principal who will address, if needed, the concern with that driver and document the conversation. The Principal will then determine whether the driver will continue driving on field trips or fulfill his/her field trip requirement by chaperoning.)
- Provide a smoke-free, alcohol-free, drug-free, weapon-free environment during the trip.
- Follow instructions and directions as requested by the lead teacher and/or FC.

## **Fieldtrip Driver Requirements**

- Possess a valid Utah State driver's license and be 25 years of age or older, or the parent of one of the students traveling on the field trip. Drivers with any history of reckless, drunk, drug or other illegal offense will not be allowed to drive on any field trips.
- Complete and pass the Driver Training Course – video and quiz – required by the USOE.
- Provide proof of liability insurance as specified by Renaissance Academy (100,000/\$300,000/\$50,000 -Bodily Injury and Property Damage Liability and \$100,000/\$300,000 - Underinsured Motorist and \$10,000 Personal Injury Protection or Medical Payments)
- Use only a vehicle registered to the driver and on file at the school.
- Provide one working seat restraint for each person in the vehicle as required by state law.
- Ensure that no student sits in a seat with an air bag unless they are of proper weight and size.
- Provide a vehicle in good working order with a full tank of gas and a spare tire.
- Provide required driver and vehicle information to be kept on file at school.
- Other requirements as may be listed by Renaissance Academy specific to each Fieldtrip.

### **Fieldtrip Driver Responsibilities**

- Notify the FC immediately in the event of an illness or emergency, which prevents you from fulfilling your obligation.
- Drive directly to and from the fieldtrip with NO SIDE TRIPS OR SPECIAL STOPS.
- Follow speed limits and posted traffic instructions.
- Arrive at or before the designated classroom meeting time to review the fieldtrip carpool packet.
- Listen to classroom guidelines for the trip.
- Walk students to the vehicle.
- Be certain ALL seatbelts are fastened on individual students.
- Walk the students back to the classroom upon returning to school, being sure there is an adult/teacher to supervise the students in the room.
- Carry fieldtrip carpool packets at all times.
- Return packets to the teacher.
- Operate cell phones only in emergency situations.
- Recognize that siblings of students may not attend field trips.

### **Fieldtrip Grade Guidelines**

- A. K-3rd grade: Most fieldtrips taken will be ~~school~~-day trips that can be completed during the regularly scheduled school day. However, there are some that extend past Kindergarten hours.
- B. 4th grade: Fieldtrips may be school day trips or all day trips. All day trips are limited to a maximum of three hours traveling distance from the school. This is to facilitate students visiting and learning about Utah, their history topic for the year.
- C. 5th–8th grade: Fieldtrips may be school day trips, all day trips, or an overnight trip. Each grade may plan one overnight fieldtrip during the school year. The teacher/organizer of the fieldtrip must provide all details to parents and options if the student is unable or

unwilling to attend the fieldtrip. Cost will be kept to a minimum as schoolhouse fundraising will not be sponsored.

### **Extended Overnight Fieldtrips Guidelines for 5th-8th grades**

- A. 5th-6th grade: Fieldtrips may be planned to include students from both grades, teachers, and an adult family member or guardian chaperones. Teachers must submit the Application for Overnight Fieldtrip form by April 15 of the previous school year. The final decision on which fieldtrip will be taken will be determined by the Schoolhouse Administration by May 15 of the previous school year. Decisions will be based upon factors such as adherence to the Renaissance Academy vision, cost, time away, distance, educational value, student safety, availability of or participation in other similar activities, and logistics. Schoolhouse administration will limit the number of extended overnight fieldtrips to two per year. Cost will be kept to a minimum, as fundraising will not be allowed. The teacher/organizer of the fieldtrip must provide all details to parents and options if the student is unable or unwilling to attend the fieldtrip. Families must be made aware of these fieldtrips at the beginning of the school year to enable students to earn the money required to go on the fieldtrip.
- B. 7th–8th grade: Fieldtrips may be planned to include students from both grades, teachers, and an adult family member or guardian chaperones. Teachers must submit the Application for Overnight Fieldtrip form by April 15 of the previous school year. The final decision on which fieldtrip will be taken will be determined by the Schoolhouse Administration by May 15 of the previous school year. Decisions will be based upon factors such as adherence to the Renaissance Academy vision, cost, time away, distance, educational value, student safety, availability of or participation in other similar activities, and logistics. Schoolhouse administration will limit the number of extended overnight fieldtrips to two per year. Cost will be kept to a minimum, as fundraising will not be allowed. The teacher/organizer of the fieldtrip must provide all details to parents and options if the student is unable or unwilling to attend the fieldtrip. Families must be made aware of these fieldtrips at the beginning of the school year to enable students to earn the money required to go on the fieldtrip.