



## Field Trip Policy

Approved: 09/09/2024

### **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 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 any required 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 AFCS buses whenever possible. While AFCS school buses are the preferred option for transportation, daily route requirements limit bus availability. Therefore, AFCS may make arrangements to hire other available commercial buses for field trips when timeframes and costs allow. AFCS 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 Responsibilities***

If according to California Law a child requires a car seat to travel in a car, it is the parent's responsibility to provide a car seat for the child for the fieldtrip. The School reserves the right to not take a child if it is determined that the child requires a car seat and one is not provided.

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

Requests for parent field trip drivers will be made by homeroom teachers or their designee. The responsibility of driving a group of students includes the requirement that all drivers must follow AFCS 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 homeroom 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.

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. AFCS administration reserves the right to deny any parent permission to drive for and/or attend any trip, at any time, for any reason.

Each homeroom 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 an AFCS 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;
- Any additional medical information, or medications, required for a student in that parent's group, including who has the medication and information on what to do in an emergency;
- Information on any allergies 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 AFCS Business" form with the AFCS Office, with appropriate proof of insurance. Actually drive the vehicle cited in the information provided to the school.
- Equip the car with the number of seat belts as required by California 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 G-rated 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 AFCS 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 AFCS adult-to-student ratio is generally **1:10** for third through eighth grade and **1:5** for 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 an AFCS classroom. Behavior that violates AFCS 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.

***Electronic Devices***

Each student is responsible for abiding by the following guidelines:

**Cell Phones:** Student cell phones are not allowed on local or overnight field trips.

**Digital Cameras:** Digital cameras that are only a camera may be allowed at the discretion of the trip leader.

**All Other Electronic Devices:** All other electronic devices (iPads/tablets, Kindles/e-readers, gaming devices) are not allowed on local field trips.

***Student Attendance***

AFCS 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 AFCS staff. Should the student not attend school that day, the Attendance Policy will apply.

**Overnight Field Trips**

As part of the educational program at AFCS, students in Grades 5–8 are offered the optional opportunity to attend overnight field trips. Parents are responsible for obtaining all the information in advance of the trip and evaluating if their child is mature enough to attend.

***Eligibility***

An overnight 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 AFCS 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. Eligible students should earn no more than one D or F in the current and prior trimester preceding the trip, including in-progress grades.

### ***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 and demonstrated the ability to follow instructions and be respectful in the current and prior trimester preceding the trip.

### ***Overnight Field Trip Paperwork and Payments***

Parents of an eligible student planning to attend an overnight fieldtrip must complete an Overnight Field Trip Agreement and all other required paperwork no later than the deadline communicated by the trip leader. If paperwork and/or payments are not completed by the communicated deadline, the student may be excluded from the trip; any refund consideration is at the sole discretion of AFCS administration.

### ***Mandatory Parent Meetings***

If 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.

### ***Overnight Field Trip Medication/Health Management***

All student medication(s) must be disclosed no later than the deadline communicated by the trip leader. The only exception is a new prescription, which must be disclosed within one week of receiving the medication. The administration reserves the right to declare a student ineligible for an overnight trip if the nature of the student's health condition and or medication requirements is in conflict with the demands and rigors of the field trip schedule or presents a safety concern. All medications that may be taken, whether administered by staff or self-administered, including over-the-counter medications, must have the necessary medical forms signed by a physician and turned in by the stated deadline. Please note, students attending an overnight middle-school STEM field trip must be able to self-administer any prescribed medications.

### ***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.

If this level of notification is not possible on a specific trip, parents will be notified before signing up for the trip.

### ***Discipline***

If a discipline issue rises to the level of a write-up, parents and principal will be contacted and consequences determined and served upon return. If, at any time, a student's behavior is impacting the safety of him/herself or others or impacting the overall trip experience for the other students, parents will be contacted. If the student needs to be sent home, a parent will be required to come pick up their child at their own expense.

### ***Electronic Devices***

Each student is responsible for abiding by the following guidelines:

Cell Phones: Student cell phones are not allowed on local field trips for any reason, including to take photos. Cell phones are not recommended on overnight trips. All phones on overnight trips must be kept in the backpack. The cameras on the phones may not be used. The school is not responsible for lost, damaged or stolen phones.

Digital Cameras/GoPros: Digital cameras and/or GoPros that are only a camera may be allowed at the discretion of the trip leader. (AFCS staff are not responsible for lost/stolen items.)

**All Other Electronic Devices:** All other electronic devices (iPads/tablets, Kindles/e-readers, gaming devices) are not allowed on local field trips.

***Food/Snacks***

Food/snacks containing nuts, high sugar (such as candy) or beverages containing caffeine or high sugar are not allowed to be packed or purchased while on the trip may be confiscated at the discretion of the chaperones.