
FIELD TRIP POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Field Trip Policy and recognizes that field trips sponsored by the Charter School are an important component of a student’s personalized learning plan. Besides supplementing and enriching learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their learning to the outside world. Field trips shall be supported fiscally and encouraged as a regular part of the teaching curriculum by the Board and the Charter School.

Authority

1. The program director or designee may authorize field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school arts and music activities, to and from places in the state or any other state for pupils enrolled in the Charter School.
2. The parent/guardian and teachers must agree that the educational activity is appropriate for the student and that it supports the student’s personalized learning plan.
3. The field trip must conform to all school policies, be approved by the teacher, and have correlating state standards
4. **NO REFUND POLICY:** Once field trip sign-ups are completed, instructional funds and parent/guardian payments will not be refunded.

Responsibilities

1. **Board of Directors** - All trips that are conducted outside the service area of the Charter Schools and involve overnight travel shall require the prior approval of the Board.
2. **Field Trip Manager** – Each field trip shall have one manager in charge of the trip. The Lead Coordinator, Community and Engagement will designate this individual. The field trip managers shall be responsible to complete the following:
 - a. Prepare a written field trip request including a complete description of the trip, preferred date, educational objective of the trip, costs and funding for the trip, transportation and chaperone plans, and a safety plan.
 - b. Ensure that all forms are properly completed and permission forms have been collected from the parent/guardian of every participating student prior to departure. Each permission slip must indicate with particularity the exact destination(s), and departure/arrival times for the field trip.

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- c. Chaperones who oversee students without an employee of the school present must meet chaperone requirements including, but not limited to, Megan's Law Database and Live Scan fingerprinting.
 - d. Certificates of insurance are obtained from or issued to any organizations involved in the field trip, if applicable.
 - e. Establish and communicate the expectations for student behavior and staff responsibility for adult chaperones for all trips outside campus, including required equipment and procedures.
3. **Director of Education Services/Lead Coordinator, Community and Engagement-** As the persons responsible for all educational activities, it is the ultimate responsibility of the director of education services and lead coordinator, community and engagement to ensure that:
- a. Out of area and overnight field trip approval requests are sent to the Board at least 30 days prior to the trip
 - b. Chaperone groups and a communication protocol/phone tree in the event of an emergency has been established
 - c. Board approval is acquired prior to the trip, if applicable
 - d. Field trip permission forms are completed and accessible
 - e. All field trips are supervised by at least one Charter School staff person
 - f. The ratio of adults to students shall be adequate to the activities undertaken, age of the students, and specific requirements of the trip. Ratios of adults to students are :
 - i. 10:1 for drop-off overnight trips for all grade levels
 - ii. 10:1 for drop-off day trips for students in grades K-8
 - iii. 15:1 for drop-off day trips for students in grades 9-12
 - g. Payment is made on time

Participation

1. Approved participants for the trip shall include only students who are currently enrolled (on the date of the trip), siblings of a participating student, parents/guardians, or other approved adult chaperones, Charter School employees and members of an employee's family.
2. Field trip attendance is a privilege that may be revoked by the director of education services/lead coordinator, community and engagement based on student behavior or whose presence on the trip would pose a safety or disciplinary risk.

School-Wide Field TripsSchool-Wide Field Trip Procedure:

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Definition: A School-Wide field trip is a trip coordinated and set-up by the field trip manager that is open to any student in the school.

Prior to Trip:

The field trip manager will seek approval of the trip from the lead coordinator, community and engagement who will ensure enough funding if instructional funds are being used.

1. Field trip manager will set-up field trip days/times/costs with the community provider.
2. Field trip manager will advertise field trips to the families.
3. Field trip manager will submit a PO.
4. Families will sign up through the school's field trip sign up system
5. Families will submit payment for any privately paying siblings or adults to the school by the given deadline with payment being made to the school's non-profit account.
6. Field trip manager will finalize the list of all attendees by creating two lists: one for Charter School students and one for private paying students.
7. Field trip manager will encumber budgets and submit to the lead coordinator, community and engagement at least two weeks prior to the trip.
8. Field trip manager will ensure payment to the community provider for Charter School students through the ordering system and all private paying participants through the non-profit account.

After the Trip:

1. Teachers whose students attended the trip will include learning from the field trip description in their assignment and work record.
2. The field trip manager and lead coordinator, community and engagement, along with business services will rectify the non-profit account to ensure monies received match monies paid.

Funding

1. No student of the Charter School shall be prevented from participating in a field trip or excursion because of lack of sufficient family funds or a physical disability.
2. Parents/guardians and non-enrolled siblings attending a specified field trip must pay for their own trip. Credit card/Paypal payments only. NO CASH WILL BE ACCEPTED

Parental/Guardian Notification and Permission

1. Parents/guardians should be notified at least two (2) weeks in advance of day field trips unless there are special circumstances approved by the director of education services/lead coordinator, community and engagement.
2. Parents/guardians should be notified at least four (4) weeks in advance of overnight field trips. The purpose of this notice is to inform parents/guardians of any special items, i.e.,

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sleeping bags, etc. they may need to borrow or purchase in order to outfit their student appropriately and to notify parents/guardians of estimated costs to allow time to budget for their financial contribution.

Records

1. The Charter School office shall maintain field trip records for each trip. Files may include trip approval, itineraries, permission slips, and criminal background (fingerprint) clearance records for adult volunteers.

Safety and First Aid

1. The lead coordinator, community and engagement shall ensure that the field trip manager develops plans that provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other Charter School employees and parents/guardians may also be asked to participate in this supervision and be required to attend preparatory training sessions and/or meetings.
2. While conducting a trip, the teacher, employee, or agent of the Charter School shall have the Charter School's first aid kit in their possession or immediately available.
3. Before trips of more than one day, the director of education services or designee shall hold a meeting for staff, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on the trip, the director of education services or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Chaperones

1. If agreement has been reached with the director of education services/lead coordinator, community and engagement, volunteers may chaperone students on field trips if they have complied with all Charter School requirements pertaining to the chaperoning of students. Certificated staff must remain reasonably proximate to volunteer chaperones at all times.
2. Chaperones must:
 - a. Comply with school volunteer requirements including but not limited to Live Scan fingerprinting (at least 10 days in advance of overnight or out-of-county trips) and Megan's Law Database;
 - b. Be familiar with Charter School policy before attending the field trip;

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- c. Be responsible adults above the age of majority and approved by the field trip manager;
- d. Ensure that no adults or students partake of any alcohol or illegal substances;
- e. Ensure there will be no smoking on the part of chaperones or students;
- f. Understand that they share responsibility for the actions of their charges. Any damage inflicted on property or persons will be the responsibility of the students and chaperones of the students that committed the offense. Any agreement to make restitution will be the responsibility of the chaperones;
- g. Be responsible for ensuring that students on overnight trips are in their rooms at a set curfew time, not roaming the site creating noise or infringing on the rights of other patrons.

Overnight and Out-of-Area Field Trips

In addition to the responsibilities listed above, the following requirements apply to overnight and out of area field trips:

1. For all overnight field trips, complete the internal approval document and send it to the Director of Education Services and Lead Coordinator, Community and Engagement to review and approve.
2. The field trip manager must also prepare a Request for Overnight Field Trip Form and submit it to the Board for approval.
3. All overnight field trips must be accompanied by at least one certificated staff person,
4. The ratio of adults to students shall be adequate to the activities undertaken, age of the students, and specific requirements of the trip. Ratios of adults to students are 10:1 for overnight trips.
5. If students will be divided into smaller chaperoned groups on the trip, a certificated staff person must remain reasonably proximate to each group throughout the trip.
6. An affirmation that parent/guardian permission forms are on file for all students participating. The Request for Overnight Field Trip Form must be signed by the lead chaperone, field trip manager education services or designee director, program director or designee, and approved by the Board.