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## 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 Curriculum and Instruction Coordinator 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 field trip manager shall be responsible to complete the following:
  - a. Prepare a field trip request including a description of the trip, preferred/possible/confirmed date, cost of the trip, chaperone plans, and any pertinent non-school safety plans.
  - b. Ensure that all forms are properly completed and permission slips have been sent to the parent/guardian of every participating student.. Each permission slip must indicate with particularity the exact destination(s)for the field trip.
  - 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.

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- 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 including required equipment and procedures, if applicable.
3. **Curriculum and Instruction Coordinator/Director of Student Services** - As the persons responsible for all educational activities, it is the ultimate responsibility of the Curriculum and Instruction Coordinator and Director of Student Services 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. Field trip permission forms have been sent to parents
  - d. All field trips are supervised by at least one Charter School staff person
  - e. 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 students to chaperones 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
    - iv. 35:1 for parent attended day trips in grades K-12
  - f. 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 based on student behavior or whose presence on the trip would pose a safety or disciplinary risk.

**School-Wide Field Trips**School-Wide Field Trip Procedure:

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:

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The field trip/events manager will seek approval of the trip from their direct supervisor.

1. Field trip/events manager will set-up field trip days/times/costs with the community provider.
2. Field trip/events manager will advertise field trips to the families.
3. Field trip/events 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 students, siblings or adults to the school by the given deadline with payment being made to the school's non-profit account.
6. Field trip/events manager will finalize the list of all attendees by creating two lists: one for Charter School students paying with school funds and one for private paying students/siblings/adults.
7. Field trip/events manager will encumber budgets and submit as assigned .
8. Field trip/events 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. Business services will rectify the instruction fund payments and 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 via credit card/Paypal payments only through the field trip sign up system.  
**NO CASH WILL BE ACCEPTED.**

**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 non-school employee chaperones.

**Safety and First Aid**

1. The field trip/events manager develops plans that provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other Charter

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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. Prior to the field trip, the managers will communicate to staff, parents/guardians, and students any pertinent safety plans and procedures.

**Chaperones**

1. If needed, the school may have volunteers 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;
  - 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 Curriculum and Instruction Coordinator to review and approve.
2. The field trip/events 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.

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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 field trip/events manager, Curriculum and Instruction Coordinator, and Director of Student Services, and approved by the Board.