

The Vanguard School

POLICY: Vanguard IICA-R - Field Trip Guidelines (Procedure)

POLICY ADOPTED: 12-19-17

Related Policy: Vanguard Policy IICA – Field Trips

1. A field trip is generally an off-campus, school-sponsored event usually occurring during school hours. School administration may define other events and activities as field trips and address them accordingly.
2. Field trips should be of an educational nature and should be taken to achieve or extend curricular or school objectives.
3. Teachers at the same grade level or who teach the same subject are encouraged to plan trips together.
4. Signed permission of the parent or guardian is required for each student who participates, regardless of the type of transportation.
5. All field trips must be approved by the Principal or designee. Requests for extended / overnight field trips for the school year must be submitted for approval to the Board of Directors as soon as scheduled and no later than two months in advance. Exceptions to the timeline will be made for those trips that grow out of competition, such as post-season athletic contests.

Financing

1. Transportation expenses for school-sponsored trips will be included in the student cost of the field trip.
2. Entrance fees, special assessments, etc., unless otherwise stipulated, will be paid by participants. Teams that participate in state tournaments and fees for music groups that participate in competitions are examples of possible exceptions.
3. When possible, no student will be excluded from a school-sponsored (regular, extended curricular, extended extracurricular) trip because of the inability to pay.
4. School-affiliated groups may sponsor fundraising activities to finance trips, with the approval of the Principal.
5. Expenses beyond the basic fees and transportation will be assumed by the participants. An example of such expense is individual spending money.

6. Money for the trip will be kept locked in the building front office until the trip has been completed, and will then be turned into the business office. If a trip is cancelled, the teacher will return the money or checks to parents.

Transportation

1. Transportation should be planned with full consideration of availability, cost, trained drivers, etc. Whenever renting a vehicle, the available insurance will be purchased.
2. Chartered vehicles may be used if they are currently certified by the Public Utilities Commission of Colorado and if the transportation coordinator determines that the use of chartered vehicles is advantageous under the circumstances.
3. Use of privately owned vehicles is discouraged and may only be used if buses are unavailable. No private vehicle may be used as a school directed transportation source, unless the owner has the minimum liability insurance required in Colorado and is granted signed permission by the school. When private vehicles are used, the owner's liability insurance is in effect. In the event of a lawsuit, the school's liability insurance will cover the school's liability. The owner's insurance must cover his or her losses.
4. The trip coordinator will do one of the following:
 - a. If the school van satisfies the requirements, coordinate its use with school maintenance.
 - b. Complete form to request scheduling of transportation by the business office
 - c. If necessary, arrange use and approval of privately owned vehicles, and
 - i. Ensure that all requirements are met.
 - ii. Arrange for the number of vehicles needed to provide a safe trip. Only vehicles with a seat belt for every passenger may be used.

Planning

1. A "permission slip" must be signed by the parent or guardian for each pupil prior to the trip.
2. In some cases, adult chaperones who are not staff members may accompany the class to assist with supervision. These chaperones must be vetted and pass a background check if they will be alone with students. The trip coordinator will ensure that training is provided as required.
3. The Building Leader will establish a plan for supervision of children who do not go on the trip.
4. The trip coordinator must notify all school personnel (e.g., cafeteria and other members) who are affected by the children going on the trip.

5. The trip coordinator should contact the place to be visited well in advance and, if possible, preview the site. Information should be obtained about parking, eating, rainy day arrangements, etc.
6. The trip coordinator should obtain directions and make sure the time allowed for the trip is sufficient to include travel, the tour, lunch, etc.
7. There should be discussion about what will be observed and learned during the trip and plans for appropriate follow-up activities.

During the Trip

1. Reference the Vanguard Field Trip Form for planning and execution requirements.
2. Supervisors must have a roster of students for whom they are responsible. One copy will be filed with the Principal at the building front office before leaving.
3. Students will remain with their assigned groups and be properly supervised.
4. Attendance will be checked each time students return to the activity bus or other vehicle.
5. The supervision of pupils will be the responsibility of the staff member in charge and all chaperones.
6. Proper manners and courteous behavior should be discussed prior to the trip. See the Conduct and Discipline Code.
7. The trip coordinator will ensure that students are dressed appropriately for the weather and place to be visited.
8. If a serious problem occurs, the trip coordinator will notify the school office or Principal immediately. The Principal must then notify parents as soon as possible or appropriately according to the situation.
9. Upon return to the point of origination, the trip coordinator who initiated the trip must remain with the students until all have departed. The trip coordinator will notify the Building Leader upon completion of the trip and pick up of the last student.

After the Trip

1. The trip coordinator who originated the trip is responsible for the appropriate classroom follow-up to ensure that the educational objectives of the trip were achieved.

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2. The trip coordinator will submit a written After Action Report to the Principal within one week of completion of the trip. Specific information about planning, location, execution, academic value, POCs, and any other relevant lessons learned or tips for future planning should be included.

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