



## **FIELD TRIP POLICY**

Allegiance STEAM Academy Board of Directors is committed to providing opportunities for all students to experience a high quality STEAM education that includes learning experiences outside of the school premises and operating hours. The Board of Directors recognizes school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-Sponsored trips may be conducted in connection with Allegiance STEAM Academy's course of study or school-related social, educational, cultural, and athletic, or other extracurricular or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to ASA's course of study. (Education Code 35330)

Field trips and excursions are educationally sound and an important ingredient to the instructional program of the School. Such activities supplement and enrich classroom learning and encourage new interests among students, make them more aware of community resources and help students relate their educational experience to the outside world. Field trips and excursions are to be planned and carried out with safety as a priority and in a manner that minimizes ASA's legal liability and financial cost.

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the CEO. The CEO shall review the request and make a recommendation to the Board of Directors if the school-sponsored trip should be approved by the Board. All other school-sponsored trips shall be approved in advance by the CEO.

The CEO shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, ASA and student expense, and transportation and supervision requirements. CEO may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The CEO shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

The Board of Directors may approve the use of ASA funds for student expenses for in-state, out-of-state or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental

expenses for the use of ASA's equipment during the trip, may be paid from ASA's funds. (Education Code 35330)

**Supervision:**

Students on school-sponsored trips are under the jurisdiction of Allegiance STEAM Academy and shall be subject to ASA's school rules and regulations. The CEO shall ensure adequate supervision by school employees is provided on all school-sponsored trips and there is an appropriate ratio of adults to students present on the trip. Parents are encouraged to participate in such supervision. There shall be one (1) adult chaperone for every ten (10) students.

**Parent/Guardian Permission:**

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. ASA shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against ASA or the state of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

**Safety Issues:**

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip. (Education Code 32043)
3. Allegiance STEAM Academy shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)
4. If the CEO receives threat level warnings from the homeland security advisory system pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.
5. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating Allegiance STEAM Academy as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

6. Before trips of more than one day, the CEO may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

### **Field Trip:**

Allegiance STEAM Academy considers field trips to be a method of instruction and shall be planned as such, with definite instructional objectives to advance the learning of ASA's adopted course of study.

#### **1. Procedures for Field Trips:**

- a. A teacher planning to take a field trip shall make a request in writing and submit to the CEO at least six (6) weeks prior to the date of the field trip along with a daily itinerary. The CEO shall approve or deny the request and notify the teacher, if denied, the CEO should state the reason(s).
- b. Specific written approval of parent or guardian is required before participation in any and all field trips.

#### **2. Supervision and Safety**

- a. All field trips shall begin and end at the school. When transportation is provided by ASA, students may be released from using ASA transportation for the return trip, only with the advance written permission of their parent/guardian, and the approval of the CEO.
- b. On all field trips involving students, provisions shall be made for proper supervision by school employees. Parents are encouraged to participate in such supervision. There shall be one (1) adult chaperone for every ten (10) students.
- c. When a field trip is made to a place of business or industry the host company must serve as a guide.
- d. The teacher shall check the student roster before all departures from one destination to another.

#### **3. Funding for and Equal Access to Field Trips**

- a. No student shall be required to pay the costs of transportation, admission fees, or any other costs related to field trips or denied the opportunity to take part in a field because of an inability to pay admission fees, lunches, or any other costs.
- b. ASA discourages field trips that depend on excessive amounts of fundraising and/or contributions from the parents and/or others.
- c. Fundraising activities shall not infringe upon the student's time to do homework assignments.
- d. Fundraising activities shall not jeopardize a student's safety.
- e. Teachers must receive parent permission slips prior to fundraising activities.

### **Student Travel**

The purpose of student travel is to provide the student with educational experiences other than those provided within the regular classroom setting. All student travel that requires overnight stay or are in excess of 250 miles (one way) require Board approval.

## **1. General Rules for Student Travel Experiences:**

- a. Travel experiences must be sponsored by ASA recognized club groups.
- b. If student travel experiences take place during the regular instructional time, students must complete the requirements of their courses for the class time missed as outlined by the teacher of the respective courses.
- c. Student shall be allowed to make up work missed during ASA approved experiences.
- d. All Board approved policies and regulations shall apply when students/staff/chaperones are on student travel experiences.
- e. Transportation may be provided for students, employees, and other individuals for student for school sponsored trips.

## **2. Procedures**

- a. Certificated employee must first receive approval from the CEO on student travel experience.
- b. Student travel that requires overnight stay or are in excess of 250 miles (one way) require Board approval. Exception to regulation b above is to be provided when a student or group of students must attend a competitive event and which does not allow sufficient time for board approval. In such cases, the CEO or designee must approve.
- c. Specific written approval of parent or guardian is required before participation in any and all student travel.
- d. The preliminary authorization by the Board will allow the petitioner to fundraise, communicate and coordinate the transportation, risk management, and Director of Educational Programs to prepare and agendaize 30 days before the impending board meeting.
- e. Parent agreement: upon receiving CEO and Board approval, the certificated employee organizing the travel experience must receive written permission of parent or guardian the student may participate in the travel experience and sign a release and agreement form.
- f. No student travel experiences shall be allowed without Board approval which will be due at subsequent board meeting 30 days prior to the trip. The student must meet extra/co-curricular grade and citizenship regulations.

## **4. Supervision and Safety**

- a. All student travel experiences must begin and end at school unless otherwise stated on the parent agreement form.
- b. There shall be one (1) adult chaperone for every ten (10) students. Otherwise trips must include male chaperones for male students and female chaperones for female students.
- c. It is recommended that the principal or designee hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the travel experience. Staff shall determine supervisory responsibilities for all chaperones.
- d. The certificated employee shall check a student roster before all departures from one destination to another.

## **5. International Travel**

a. Any international travel must adhere to all supervision safety standards. Any request for international travel that does not meet this criteria must be recommended and justified before the Board of Directors by the CEO during the preliminary request. The employees and students going on said trip shall provide proof of insurance coverage to the CEO. All parties going on said trip shall sign a hold harmless clause with Allegiance STEAM Academy.

b. Provisions for all international travel must include:

- 1) Refund if tour is canceled
- 2) Provisions that ensure living accommodations and return travel if funding tour is mishandled or misappropriated
- 3) Allegiance STEAM Academy named as additional insured
- 4) Minimum of \$10,000,000 liability coverage
- 5) Certificate of Insurance of the above two (2) items

6. Funding for Student Travel

- a. Student participation in travel experiences is strictly voluntary and students may be expected to bear the entire cost of travel experiences.
- b. Club groups may fundraise for student participation in travel experiences.
- c. Allegiance STEAM Academy discourages travel experiences that depend on excessive amounts of fundraising and/or contributions from parents and/or others.
- d. Fundraising activities shall not infringe upon the student's time to do homework assignments.
- e. Fundraising activities shall not jeopardize a student's safety. Parent acceptance of responsibility of student while fundraising is required.