



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Field Trip Procedures
Policy Number:	IJOA-R-TCA
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Category:	Instruction
Author:	Director of Academic Services
Approval:	Director of Academic Services

INTRODUCTION

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. The teacher shall review the educational value of the field trip with the principal and receive the principal's and, if appropriate, the Director of Academic Services' approval at least two weeks prior to making arrangements for the field trip.
2. A parental permission field trip (Form IJOA-F1-TCA) is required for each student participating in the trip.
3. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation (including use of private drivers), eating arrangements, cost, date and time of departure and return, and a detailed itinerary when a trip will extend beyond a school day.
4. The teacher will provide all required information to the health office at least two weeks prior to the field trip, using the Field Trip/School Activities Approval Form. One form is required per field trip.
5. Participating students may pay a pro rata share of costs for any transportation, admission fees, etc. However, funds may be available through the principal for students needing assistance with such expenses.
6. One or more adults, in addition to the teacher, will accompany each class on field trips unless otherwise approved by the principal. There will be an appropriate ratio of male and female chaperones for overnight trips. Teachers are responsible for informing accompanying adults of their duties and responsibilities.
7. All non-staff chaperones must submit background check paperwork at least two weeks prior to the field trip. Parents (or legal guardians) must complete a Parent Volunteer Form, a reference check, and Colorado Bureau of Investigation (CBI) background check, when attending field trips off TCA property or if they will be alone with students at any time. Non-parent volunteers must complete a reference check, a CBI background check, and a FBI background check (fingerprints).
8. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the students. TCA discipline policies and code of conduct will be enforced on field trips.

9. Students' safety will be a primary consideration, with first aid kits required on all field trips. A TCA staff member who is certified in CPR/First Aid must attend the field trip. In addition if students on the field trip require medication during the field trip, then a staff member trained in medication administration must attend the field trip (unless the student is authorized to self-administer his or her medication.)
10. If an emergency occurs, the teacher is responsible for notifying the principal by telephone as soon as possible.
11. Students participating in school sponsored trips or activities will be transported using contracted ASD20 transportation services whenever possible. Any other contracted transportation must comply with TCA Policy EEBA-TCA.

However privately owned vehicles may be used for student transport when approved by the Director of Academic Services and when such use is the most practical or only possible mode of transport that meets the requirement. If volunteers are driving, arrangements must comply with TCA Policy EEBB-TCA, including the use of TCA Form EEBB-TCA-1.

TCA personnel will not organize students driving other students.
12. Students will not be permitted to leave the field trip group during the trip unless they are released to parents or legal guardians as registered by the district.
13. If students return to the school from a trip after school hours, the teachers and the principal will make provisions for their safe departure home, taking into account the age of the students and the hour.
14. All funds collected will be handled in accordance with all TCA policies and accounting practices, including but not limited to TCA Policy JJF-TCA.
15. The sponsor of a field trip should have a contingency plan in case of delays, bad weather, or any other unforeseen circumstance including access to telephone or two-way radio communication.
16. The sponsor of an out-of-country, out-of-state, and/or overnight trip will check the destination of the trip to assure there are no safety issues.

This policy replaces ASD20 policy IJOA-R.

Cross References:

IJOA-TCA	Field Trip Policy
IJOA-1-TCA	Field Trip Form
EEBA-TCA	Activity Bus
EEBB-TCA	Volunteer Drivers of Small Vehicles
EEBB-1-TCA	Volunteer Drivers of Small Vehicles Form
JJF-TCA	School Activity Funds Management
JQ-TCA	Student Fees, Fines and Changes

Policy Revision History

Date	Revision Details	Revised By
8/4/2015	Created new policy.	DAS