

SEVEN GENERATIONS CHARTER SCHOOL	SECTION: PROGRAMS
	TITLE: 121 – FIELD TRIPS
	ADOPTED: September 1, 2009
	REVISED:

Policy	<p>Field trips are an integral aspect of Seven Generation Charter School’s (“the School”) learning environment. They are considered regular school activities, thus, school rules and policies will be observed, particularly as they relate to expectations for student behavior.</p> <p>Field trips may be adequately supervised by staff and may not require volunteer chaperones. However, often volunteer chaperones will be recruited to ensure safety for trips that require a small student to adult ratio. The primary role of the volunteer chaperone is to ensure the safety of students assigned to them. Volunteer chaperones are expected to adhere to the policies established for field trips and to report any concerns or infractions of the policy to the teacher(s) on the trip at the time of the incident.</p> <p>In the event that a chaperone is driving his/her car and is in an accident during a field trip, the vehicle’s insurance is the primary coverage. The School’s commercial automobile insurance coverage would respond to protect the interest of the School. The chaperone’s interests are protected by the vehicle’s insurance policy. The School’s interests are protected by the School’s insurance policy.</p>
Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy
Procedure	<p><u>Before the Trip</u></p> <ol style="list-style-type: none"> 1. The teachers, in consultation with school leadership if necessary, will determine the number of chaperones required for each field trip. Site requirements regarding adult to child ratio, the distance of the trip, and safety issues will be considered when determining the number of chaperones needed for each trip. 2. All chaperones will be provided with the names of students in their assigned groups and any other pertinent information related to the trip. 3. Chaperones must arrive at the determined time and place so the trip may commence on schedule. 4. Volunteers unable to chaperone due to illness or last minute emergency should contact the teacher or school office as soon as possible so a replacement can be found. 5. Every chaperone attending a field trip or driving children in his/her car must read the Field Trip Chaperone/Driving Policy and sign a statement indicating his/her understanding of the policy. 6. If a chaperone is driving children, prior to driving, each driver must provide the office with copies of current clearances (see volunteer clearance policy),

a current driver's license and car insurance, which will be maintained on file.

During the Trip

1. Parents will provide booster seats for their child in accordance with state or federal laws.
2. If a bus is used, chaperones and all students must ride on the bus with the students, unless other arrangements have been made and agreed upon by the teacher(s).
3. Chaperones must stay with their assigned student group at all times throughout the trip (lunch, bathroom visits). Students must also stay with the assigned chaperone, unless a change is made by the teacher(s).
4. Parents who are chaperoning are discouraged from driving on their own to meet their child at the site, as this disrupts the supervision plans that have been established.
5. For health safety reasons, chaperones may not bring anything from home (toys, candy, snacks) for students, nor buy any treats (candy, ice cream) for students at the site unless it has been discussed with and agreed upon by the teacher(s).
6. Because a primary role of chaperone participants is supervision, sibling participation on a trip is at the teacher's discretion.
7. All adults (e.g., faculty, staff, parents/guardians, community members) using their personal car to transport children for school-related learning opportunities outside of the school, are required to adhere to the following guidelines:
 - All children under the age of twelve are to sit in the back seat.
 - If a child is at least twelve years old, the child may sit in the front seat (with an air bag) as long as the front passenger seat is pushed all the way back (both bottom and back sections). State law prohibits children younger than twelve years of age from sitting in the front seat
 - All passengers and the driver are to wear seatbelts.
 - The driver's cell phone is only used for purposes related directly to trip.
8. In the event that the chaperone driver is in an accident, no matter how small, the office should be contacted as soon as possible.

After the Trip

1. Parents of students unable to attend prepaid field trips due to illness or family emergency are responsible for requesting reimbursement from the field trip site. Note: There is no guarantee that the organization will give the refund.
2. Chaperones must accompany the children assigned to them back to the classroom or a designated and agreed upon area of the school.

Note: The teacher(s) and school leadership will make a decision regarding the status of the trip should there be an elevated national security threat or weather conditions that compromise safe travel.

References	<p>-----</p> <p><i>I have read the Field Trip Chaperone/Driving Policy and agree to abide by its rules.</i></p>
	<p>_____</p> <p><i>Print Name</i> <i>Date</i></p>
	<p>_____</p> <p><i>Signature</i></p>
	<p>School Code – 24 P.S. Sec. 510, 517 State Board of Education Regulations – 22 PA Code Sec. 4.4</p>