Bronx Charter School for the Arts

Field Trip Policy

This regulation sets forth the policy and procedures governing school trips. A school trip is defined as any authorized field trip off school premises, regardless of the destination or method of transportation used. All building administrators and staff should familiarize themselves with this regulation to ensure that school trips will be productive, enjoyable, and safe experiences for students, parents, and staff.

Overview

A. School trips afford students the opportunity to observe, explore, discover, and engage in hands-on experiences. Schools may sponsor trips before, during or after school hours.
B. All school trips should have an educational or appropriate celebratory focus and be viewed as an **extension** of the curriculum and the learning environment.
C. For all school trips, the principal shall be responsible for ensuring that appropriate care is taken to ensure the safety of all participants.
D. When planning a trip which will be paid, in whole or in part, by an outside organization, it is imperative to ensure compliance with conflict of interest rules on travel expenses. Questions regarding this matter should be referred to our Director of Finance.

Planning

A. All school trips must be approved in advance by the principal or arts director. Trips organized by special programs within the schools (e.g., clubs) are considered school trips and must be authorized in advance by the appropriate supervisor consistent with this regulation.
B. The principal/designee must ensure that students with an Individualized Education Program (IEP) and/or Section 504 Plan receive reasonable accommodation(s) as needed in order to participate in the trip on an equal basis with their peers who do not have disabilities.
C. A Trip Plan, with detailed itinerary attached, must be prepared using the "Trip Plan" form and retained in the school files for all trips. The Trip Plan must specify all information, including persons in charge, participating classes of students and any medical needs, activities, and locations to be visited, the names of all adults taking part, details of departure and return, method of transportation.
D. Permission slips are to be shared with families via Parent Square. Any student without a permission slip, may not attend the field trip. Students who must remain in the school must be given work assignments for the duration of the field trip.
E. Teachers must provide the principal or designee with a list of students not attending the trip and provide assignments to be completed.
F. If bussing or a train pass is needed, it is to be arranged one month in advance with the Operations Associate.
G. Teachers are to ensure there is an appropriate number of chaperons per class.
    a. For grades K-3, one adult chaperone is needed for every 5 students. Teachers are to be included in the total number of adults required.
    b. For grades 4-5, one adult chaperone is needed for every 8 students. Teachers are to be included in the total number of adults required.

   c. For grades 6-8, one adult chaperon is needed for every 10 students. Teachers are to be included in the total number of adults required.

H. Chaperons must be over the age of 18 years. Teachers must meet with the chaperons before the trip share trip logistics and rules:
   a. Chaperons are not allowed to do the following during field trips:
      i. Smoke
      ii. Take personal calls
      iii. Leave students unattended
      iv. Leave the trip early
      v. Bring other people as chaperones
      vi. Wear headphones during the trip or play video games
   b. Chaperons are expected to support with:
      i. Active supervision
      ii. Support with lunch and bathroom breaks
      iii. Ensure the safety of all children

I. If there are fees associated with the trip, they are not to be excessive (trips should cost $20 or less) and must be collected via Parent Square to ensure all monies collected are given to the Director of Finance for accounting.

Emergencies

A. Field trips that involve amusement rides, swimming, skating, horseback riding, or other potential risk activities, must be approved by the principal and parent.
B. If one (1) or more students cannot be accounted for at a trip site, the authorities with jurisdiction over the site must be notified immediately, and a search organized. If, following the search, the student(s) cannot be located, local police must be called immediately. The staff member in charge must make every effort to contact the parents, as well as their supervisor.
C. A staff member must remain at the site until all the students are accounted for. The staff member in charge shall determine whether other students and adults should leave the site. All such decisions shall be made in consultation with the staff member's supervisor. Parents should be kept updated as to the status of the search for their child.
D. If a student becomes ill or is injured and is in need of assistance, appropriate health officials should be notified immediately. A determination must be made by health officials regarding the severity of the illness or injury, and if hospitalization is required, an adult must accompany the student. The parents must be notified immediately and advised of the location of their child (e.g., hospital) and the nature of the illness or injury.
E. The staff member in charge shall determine whether other students and adults shall leave the site, but a staff member must remain until the ill or injured student is able to leave. All such decisions shall be made in consultation with the staff member's supervisor. Parents must be informed about their child's condition if they are not able to travel to the site.

Required Forms

Trip Plan form
Permission Slip

A. Must include the following information:
   - Child's Name
   - Child's Class
   - Trip Date
   - Trip departure and arrival times
   - Trip Coordinator name:
   - Location name and address
   - Mode of transportation
   - Purpose of the trip
   - Specific clothing needed

- An explanation of activities
- Parent contact information
- Emergency contact information
- I give my ____ permission to attend this field trip.
- Parent/guardian printed name and date