



## FIELD TRIP POLICY

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

The purpose of this policy is to provide guidelines for the safety of students, teachers, staff and chaperones on school field trips, thereby allowing teachers to maintain control and to maximize the learning opportunity for all students of Ben Franklin Academy (BFA). This policy also provides guidelines for acceptable behavior for students and chaperones.

### **SECTION 2. TRANSPORTATION**

Transportation for school field trips may be provided by Douglas County School District (DCSD) buses whenever possible. While DCSD buses are the preferred option for transportation, daily route requirements limit bus availability. Therefore, BFA may make arrangements to hire other available commercial buses for field trips when timeframes and costs allow. BFA also has the option of using parent drivers to drive. Parent drivers must meet all requirements set forth by DCSD Risk Management.

### **SECTION 3. FIELD TRIP FEES**

All field trip fees are due on a designated date prior to the field trip as specified in the permission slip and/or the BFA Web Store. In the event a student has not, by the designated date, remitted payment for fees associated with a field trip, the student will not be allowed to attend the field trip. The student will remain at BFA and appropriate school work or activities will be assigned. All field trip fees are non-refundable.

If a parent or legal guardian is unable to remit payment of fees for the field trip due to financial hardship, the parent or legal guardian may contact the Principal. Such circumstances will be addressed on a case-by-case basis.

## **SECTION 4. PARENT RESPONSIBILITIES**

### **CAR SEAT**

If according to Colorado Law a child requires a car seat to travel in a car, it is the parent's responsibility to provide a car seat for the child for the field trip. BFA reserves the right to not take a child on a field trip if it is determined that the child requires a car seat and one was not provided.

### **PARENT DRIVERS/CHAPERONES**

Requests for parent field trip drivers/chaperones will be made by homeroom teachers or their designee(s). The responsibility of driving a group of students includes following BFA's guidelines and expectations for parent drivers and meeting all requirements set forth by DCSD Risk Management. If a parent fails to follow these guidelines, he/she may be prohibited from driving in the future.

Parents will indicate their willingness to drive/chaperone for a field trip in the manner requested by the teacher. Parents will be notified if they have been selected as field trip drivers/chaperones. The homeroom teacher or designee will notify volunteers if they are needed for the field trip and will make every effort to provide notification of a field trip at least one (1) week in advance. The teacher will submit a list of drivers to the office in advance so that the office can verify that the drivers' "Authorization to Use Privately Owned Vehicles on Ben Franklin Academy Business" form is accurate, current and complete. Every attempt will be made to rotate parent drivers/chaperones so that all parents interested in going on a field trip will be given an opportunity.

Parents not selected to chaperone or drive may not attend the field trip with their child unless they have requested in advance, and received, written permission from the teacher to attend. BFA administration reserves the right to deny any parent permission to drive for and/or attend any field trip, at any time, for any reason.

Each homeroom teacher, or his/her designee, will organize the transportation and determine:

- Which students each parent driver/chaperone will chaperone;
- Departure time;
- Route that will be taken to the destination;
- Where to assemble upon arrival;
- Where to assemble before departure from the field trip site; and/or
- What to do if a group returns to school before the teacher.

Parent drivers will be provided with the following information:

- A map and contact information for the destination;
- Emergency contact names and phone numbers including the teacher's cell phone;
- Any additional medical information, or medications, required for a student in that parent's group, including who has the medication and information on what to do in an emergency; and
- Information on any allergies for students in the parent's group.

### **PARENT DRIVER GUIDELINES**

Each parent driver is responsible for abiding by the following guidelines:

- File a current and correct “Authorization to Use Privately-Owned Vehicle on Ben Franklin Academy Business” form with BFA’s office, with appropriate proof of insurance. The vehicle cited in the information provided to the school must be the vehicle used on the school field trip.
- Equip the vehicle with the number of seat belts as required by Colorado Law for each child. If a parent is concerned that a child in his/her car requires a car seat and does not have one, he/she should bring it to the immediate attention of the teacher. Parents may provide booster seats for children who would be outside of the legal description.
- Provide only G-rated entertainment in the vehicle.
- Do not stop at any location not on the itinerary, unless permission has been granted in advance, in writing, by the teacher.
- Maintain disciplined behavior for all students in the vehicle during the trip.
- Do not talk or text on a cell phone or other device while driving.

#### **PARENT CHAPERONE GUIDELINES**

Each parent chaperone is responsible for abiding by the following guidelines:

- Siblings not enrolled in the class for which the field trip is authorized may not attend the field trip.
- Do not talk or text on a cell phone for an extended conversation any time the chaperone is responsible for students on the trip, except as required for student health, safety, welfare or to get the students to and from the destination.
- Do not provide snacks to any student, unless permission has been granted in advance by the teacher.
- Know where the students assigned to your group are at all times.
- Do not give permission to students to do anything that contradicts the written or spoken instructions of the teacher or administrator in charge.
- A chaperone is not allowed to be alone at any time with any BFA student that is not his/her own child during any portion the field trip.

#### **CHAPERONE TO STUDENT RATIO**

BFA’s adult-to-student ratio is 1:15 for kindergarten through fifth grade. BFA’s adult-to-student ratio is 1:20 for sixth through eighth grade. This guideline applies to all single-day field trips. The adult-to-student ratio for overnight field trips is 1:20. In no case shall the number of adults to students be lower than identified; it is permissible to have more adults than set forth herein.

#### **SECTION 5. STUDENT EXPECTATIONS**

Students are expected to display respect for others, self-restraint and good manners on all field trips just as they are in BFA’s classrooms. Behavior that violates BFA’s rules or jeopardizes the safety of others will be documented and reported to the Principal.

If a student on an overnight field trip displays behavior that is insubordinate, interferes with the learning of other students or jeopardizes the safety of students or staff, then the student will be removed from the activities and may be declared ineligible to attend future overnight field trips. In extreme cases, parents may be asked to arrange for the student’s immediate transportation home.

**STUDENT ATTENDANCE**

BFA's field trips are planned to enhance learning and to provide opportunities and experiences that are not available in the classroom. Students not attending the field trips must attend school for the day where they will be given class work assigned by their teachers and will be supervised by BFA's staff. Should the student not attend school that day, BFA's Student Attendance Policy will apply.

**EXCEPTIONS**

In the event that a parent is not selected to drive on a field trip and is not comfortable allowing their student to ride with someone else, that parent may choose to drive the student to and from the field trip. The parent needs to alert the teacher as soon as possible so that all of the pertinent information can be copied and made available. The parent must deliver and pick up his/her child at the designated location at the designated time. If the parent is late for pick-up, the child will be returned to school with another driver or on the bus.

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**POLICY HISTORY:**

Original: Approved by the Board 6/06/2011

Revision 1: Reviewed and approved by the Board 3/11/2014

Revision 2: Reviewed and approved by the Board 8/11/2015

Revision 3: Approved by the Board 8/9/2016

Reviewed by the Board 6/25/2018

Reviewed by the Board: 8/21/2018