

STUDENT ACTIVITY TRIPS

The Governing Board recognizes the value of regular on-going field activity trips as a means of enhancing and supporting classroom instruction. The Governing Board also recognizes the importance of implementing rules and regulations pertaining to activity trips in order to ensure the safety of pupils and to provide for the proper conduct and control of students while they are away from the school on school-sponsored activities.

The students on such activity trips are to be under the direct supervision of their parents/guardians and under the overall supervision of the school's activity director or his/her designee. This applies to all students of CCA including school group members such as: an athletic team, musical group, pep squad, or authorized school club, etc. Parents unable to attend a school sponsored activity trip but desiring their child(ren) to attend, must find another adult who will assume full responsibility for the behavior of their child(ren).

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The rules pertaining to the conduct and discipline of students while on student activity trips shall be included in the parent handbook. Failure of a student to conform to the rules may be grounds for disciplinary action.

1. All school sponsored activity trips shall begin at a designated location determined by the school unless previous arrangements have been made with the school principal or his/her designee.
2. Students traveling in a school vehicle will be under the authority of the driver while in the vehicle. The driver of the vehicle may be assisted in student control by one or more school staff members, parents, and/or other available supervisors. Students will then be under said authority from the time they leave the vehicle until they return.
3. School vehicles will not pick up or drop off any student except at a school authorized destination.

STUDENT ACTIVITY TRIPS (Continue)

4. Written approval of parent/guardian is required for participation of students in out of town activity trips involving one or more days. Approval is required for each such trip unless the student is covered by a blanket approval by the parent/guardian because the student is a member of an athletic team or performing student organization such as a band or chorus.
5. Parents/Guardians must complete the School Activity/Field Trip Waiver & Medical Authorization Form at the beginning of each school year. A copy of this form must be on file in the school office and a copy must be in possession of a supervisor during a school activity.
6. All school activity trips will begin on time as schedule. This will allow the necessary time to check in and complete any business necessary before the activity begins.
7. In order to minimize confusion and make necessary adjustments, a parent/teacher who has signed up to participate in a field/activity trip and is unable to attend, must notified the school and/or the designated field trip supervisor ASAP. Refunds will not be given unless the school is notified three weeks prior to the date of the trip. Most field trips are paid in advance and a guarantee attendance is usually necessary.
8. All payments and reservations for school field trips must be received at least three weeks prior to the event unless otherwise noted.

Policy adopted: January 13, 2000

Revised: January 21, 2004