

ACTIVITY TRIPS

The Governing Board recognizes the need and value for certain school trips of an educational and recreational nature. The School Principal and his/her designee shall determine necessary criteria for governing such trips not covered herewith. Generally speaking, an effort should be made to keep the distance to be traveled and the time away from school at a minimum.

- a. This policy addresses all school-sponsored field trips other than those planned by the school.
- b. Field trips of an instructional nature taken during the course of a school day shall benefit a current unit of study or educational project.
- c. This policy is subject to the annual school budget-adoption allocations for field trips.

FIELD TRIPS

1. Appropriate classroom instruction shall precede and follow each field trip.
2. Field trips shall be considered an extension of instruction and planned as such with definite objectives determined in advance.
3. 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.
4. Written approval of parent(s) or guardian(s) is required for a student to participate in any field trip. Alteration of Cornerstone Christian Academy's Field Trip permission form in any way shall invalidate the permission and the student will not participate.
5. 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.
6. 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.
7. Students may be asked to pay for instructional, and/or recreational field trips, if school funds are not available. If needed, the group of students participating in the field trip may raise the necessary funds to attend, which may include donations to the group.
8. 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.
9. Unless prior arrangements are made with the principal or designee, parents are required to attend all field trips with their child(ren).

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10. 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.
11. All payments and reservations for school field trips must be received at least three weeks prior to the event unless otherwise noted.

I. Procedures for Field Trip Approval:

- A. Approval of school principal is required.
- B. The "Field Trip Request" form must be completed and submitted to the school principal at least 1 month (30 days) prior to the field trip.
- C. The Field Trip Request form will include:
 1. Specific Date and time of trip
 2. Destination
 3. Purpose of trip
 4. Relation to the course of study
 5. Transportation arrangements
 6. Cost of the trip
 7. Method of funding
 8. Name of adult in charge

II. Procedures for over night and extended field trips (Advanced planning is critical to the success of any overnight or extended field trip.)

- A. Prior to the school raising funds for a specific overnight trip, the School board must give preliminary approval for the trip and authorize the school to raise the necessary funds.
- B. A preliminary Planning Worksheet must be submitted to the school for placement on the school board agenda at least three months (90 days) prior to the proposed date of the trip. This form will include:
 1. Approval of school principal
 2. Inclusive dates for the trip
 3. Destination
 4. Purpose of the trip
 5. Relation of the field trip to the needs of the students and/or course of study
 6. Transportation, lodging and meal arrangements

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7. Supervision arrangements
 8. Group responsible for accounting for the funds raised
 9. Estimated cost per person (students and/or adults)
 10. Any required deposits with the dates due
 11. A draft of the letter of inquiry that will be sent to parents when preliminary approval is granted
 12. Any literature describing the trip, if applicable
- C. Once preliminary approval is obtained from the School Board, the letter of inquiry is sent to parents and fund raising activities may take place.
- D. The Field Trip Request form and Overnight Field Trip Checklist shall be submitted to the principal at least 1 month (30 days) prior to the school board meeting preceding the date of the trip for placement on the agenda for final approval.
- E. The Overnight Field Trip Checklist will include:
1. Total cost of the trip, including deposits paid and due date for other payments
 2. Total funds raised
 3. Final arrangements for lodging and meals
 4. Names and number of students and adults actually attending
 5. Handling of excess funds, if any
- F. The School Board may adjust time lines for any field trip.

III. Rules applicable to all field trips:

- A. For all proposed field trips, the principal shall approve or disapprove the request, and notify the parent/teacher of this action. If disapprove, the principal will state the reason.
- B. If a field trip is made to a place of business or industry, an employee of the host company or agency must serve as guide.
- C. Teachers/Parents shall accompany students on all field trips and shall be responsible for their proper conduct. The minimum adult to student ration for non-overnight field trips shall be 15 to 1. The minimum adult ration for overnight or extended field trips shall be one adult to 10 students of the same sex. However, the Board may decrease this ration if deemed necessary for a particular trip. In addition to the teacher/parent responsible for the trip, other adults not associated with the school may be included with the approval of the principal.
- D. Students from other schools or groups may not accompany the group unless the other students or groups are included in the request. In any case the school principal's approval must be obtained.

FIELD TRIPS (Continued)**IV. Field trips outside the state of Californian**

The School Board may approve field trips outside the state of California. All rules for overnight and extended trips shall apply (refer to section II of this policy)

V. Field Trips to foreign countries

The School Board approves in principle the conducting of educational field trips, not finance by the school to foreign countries. The Board shall be advised by the school principal prior to involvement from the school or community.

Approval of specific requests for such field trips may be granted by the Board upon fulfillment of all the following conditions:

- A. Requests shall be in writing and be submitted through the school principal.
- B. Requests shall be received the school principal no later than six (6) months before the contemplated departure date.
- C. Requests shall be accompanied by evidence of compliance or of ability to comply with the following:
 1. The execution and submission of a statement of waiver acceptable to the school's legal counsel which exempts the School Board from financial responsibility.
 2. All adults of students shall sign a statement waiving liability of the School Board, or any or its officers, agents, or employees for bodily injury or property damage.
 3. The provision of a policy of insurance which provides adequate protection to participating students and adults in cases of illness and accident, and is acceptable and valid by the host country.
 4. The provision of financial assurance and appropriate security in the form of a bond ro over traveling and living expenses for all participants outside of the school.
 5. The provision of insurance covering the value of school equipment which is to be used by the group while outside of the school, and is acceptable and valid in the host country.
 6. The establishment of an agreement whereby the voluntary supervisors contribute their services and time to the school for the purpose of supervision of the participating students while outside of the school.
 7. The submission of a plan for fund-raising activities, for the accounting of funds, and for the return of funds if not used for the purpose specified by the contributors.

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8. The school's liability insurance carrier shall be notified in writing of the pending trip and asked to verify the school's coverage for liability and property damage for such trip.
- D. Field trips to foreign countries must be conducted for the purpose of familiarizing students with the language, history, geography, natural sciences, and other studies relative to the school's course of study for such pupils.