


HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Academic	AC20-0201
	Field Trip Policy	ADOPTED DATE: February 18, 2020 REVIEWED DATE: January 18, 2022 REVISED DATE:

Purpose of Field Trips

The Howard Gardner MI Charter School, (HGMICS), views field trips as an important component of the educational program. Field trips provide a valuable educational experience that supplement classroom instruction and provides enrichment to students’ lives. Teachers specifically design such experiences to complement and enrich units of study; therefore, out -of-class excursions are normally arranged at the classroom level. It is the general policy of the school that participation in class field trips is limited to the students who are involved in that specific classroom. Field trip experiences are designed to be a part of the curriculum or as a valuable enrichment experience and are not considered optional.

Family Guidelines and Requirements

Families are encouraged to allow their child to participate in planned field trips and should encourage students to participate as well. HGMICS respects the decisions of families and accepts that in some instances they may elect to not allow their child to attend. On occasion, if circumstances make this policy difficult for family engagement because of logistics, they should contact the individual teacher to make an alternative arrangement. Non-participation is granted on an individual basis. Students not participating in a school planned field trip will be assigned other curriculum-related tasks to complete. The Field Trip Policy and procedures shall include day trips to a particular destination, day trips around the school grounds and surrounding area, trips to particular events/competitions, and overnight trips.

Families and Guardians will be provided with trip destination, cost and other details in a timely manner. Families must sign and return a completed liability and consent form for their child to participate/medical form for each student in order for them to attend the field trip or provide an explanation why their child is unable to attend. Students must abide by the guidelines and conditions of the particular trip. A student will not be denied participation in any trip based on financial need or disability and should contact administration to discuss unique circumstances.

Student Guidelines and Conditions for Participation in a Field Trip

All students are expected to be in good academic standing to participate in school-sponsored field trips. All students are expected to abide by the school code of conduct and demonstrate appropriate behavior in their interactions with teachers, staff members, chaperones/volunteers, presenters, and fellow students at all times.

To participate in a school-sponsored field trip, a student must:

- Consistently demonstrate behavior that supports the Positive Behavior Intervention Support (PBIS) system and HGMICS STAR behavior and meets reasonable standards during the school year up to the actual date of the trip.
- Submit a completed Field Trip Permission & Consent Form signed by their parent/guardian, by

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the required due date.

The following conditions may apply when student behavior does not comply with the school standards:

- A family member or guardian of a student must attend the field trip with the student, or the student will not be permitted to participate in the field trip. If the latter case, suitable alternative arrangements for in-school instruction and/or assignments will be made.
- With the approval of the Principal, a student who has previously committed a serious disciplinary violation or behaved unacceptably but has since consistently demonstrated evidence of improved behavior and dependability, may have the opportunity to participate in a school-sponsored field trip.

The conditions noted above for student participation in a field trip are mandatory with respect to each trip.

Authority and Responsibility

The Principal is responsible for the approval of field trips as part of the HGMICS academic program and shall be responsible for the establishment of procedures to be followed by teachers, students, and chaperones for school sponsored Field Trips.

The CEO or Principal reserves the right to cancel a trip up to the departure date or to recall a trip in progress if national and/or international conditions so warrant or if security and safety concerns over which HGMICS had no control renders it appropriate to cancel the trip. The CEO and Principal will take the following criteria into consideration when making its decision:

- (a) U.S. Department of State Travel Advisory.
- (b) Homeland Security Advisory (alert status); and/or
- (c) Declaration of War or armed conflict.

Additionally, the critical judgment of the CEO with input from the Principal and trip organizer will be taken into consideration. In such an event that a trip must be cancelled, school officials will refund monies paid by students and parents, unless said monies have been already obligated for supplies or needs of the trip.

Procedures

General Field Trip Guidelines

The purpose of these guidelines is to assist staff members when planning a field trip; to ensure a safe, positive off- site learning experience for students, and a positive experience for staff members and volunteers, that meets the educational and/or programmatic goals of the trip.

Teachers, students, and chaperones are expected to conduct themselves according to standards of behavior that comply with school rules, contribute to individual and group safety, secure maximum educational benefits, and maintain positive public relations about the HGMICS students and school community. It is the teachers responsibility to inform students and chaperones of expected behavior.

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Trips must be coordinated to be an extension of the instructional program and directly related to the curriculum or as a supplementary activity that serves as an enrichment to the students' life or school experience.

Teacher Guidelines

It is the responsibility of the teacher or trip organizer to discuss the possibilities of a field trip with the Principal prior to submitting a formal request. This will require the teacher to contact the destination/program for available dates and approximate cost. A preferred date and an alternate for the trip must be chosen. Once approved, the Principal will request a Field Trip Request Form to be submitted. Upon approval/signature, the Principal will retain the original form and place copies in the teacher's mailbox. The Operations Manager, Business Manager, School Nurse, and School Secretary will be informed about the field trip so that appropriate arrangements may be made for the trip.

Teacher Responsibilities

- The teacher will input the necessary information in the Field Trip Permission & Consent Form and distribute it to students.
- The number of volunteers/chaperones needed depends on the age of the students, activities planned and the movement of the group(s). The teacher, in coordination with administration, will determine the minimum number of chaperones needed.
- The teacher will distribute the Guidelines and Request Form for Field Trip Chaperone Volunteers to all interested parties.
- All parents/guardians and school administration should be provided with a written document outlining the trip itinerary. This document should include transportation schedule (departure time/location and return time/location), name and location of field trip site, emergency contact information, list of chaperones, objectives, on-site/post-trip activities, and any other pertinent information that will assist in ensuring a safe and positive learning experience.
- The teachers will collect all necessary forms and payment from students. All money collected will be given to the Business Manager.
- The teacher will communicate behavioral expectations during a field trip with participating students prior to the field trip.
- Teachers taking photos for educational or promotional purposes must ensure that the appropriate Photo Release approval has been obtained from the student's parent/guardian.
- The teacher will notify the Main Office when the trip is departing, when the destination is reached and when they are on their way back to school. Current teacher cell phone numbers must be recorded with the Main Office.
- The teacher will take the necessary emergency forms, cell phone and the field trip permission forms with them on the trip.

Field Trip Medication Guidelines for HGMICS

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Students on field trips are entitled to the same health services, including medication administration, to which they are entitled while attending school. Students must have an order from a Pennsylvania health care professional with prescriptive authority and parent/guardian permission for all medications and treatments administered to them at school. The school may ask a parent to accompany their student on a field trip to provide the necessary care. However, the school will consider the following methods when determining the health care needs of students and staffing to meet those needs on field trips if the parent cannot attend.

Decisions regarding the administration of medication during field trips and other school-sponsored programs and activities shall be based on students' needs.

Methods for Medication Administration

1. Parent/Guardian

- a. Parent/Guardian will attend the field trip and administer medication.

2. Parent Designee: The parent may designate a responsible adult to accompany the student to administer medication with the following restrictions.

- a. The parent must provide the supplies and training to the designee
- b. The parent may not delegate responsibility for administering treatments or medications to any school staff member, school-designated trip chaperone, or secondary student.
- c. The parent may not prescribe or alter treatments or medication administration orders for the school nurse or other licensed professional unless the parent is a Pennsylvania licensed prescriber.

3. Self-administration of medication by students:

The student may self-carry and self-administer only an asthma rescue inhaler, insulin, glucagon, and an epinephrine auto-injector. The student must have a provider's written order and parent/guardian permission to both self-carry and to self-administer the medication. A form with the permission to carry and self-administer must be filled out and located in the medical room. The student must demonstrate to the school nurse that the student is responsible for safely self-carry and/or safely self-administer the medication.

4. Nurse will attend field trip:

- a. If a parent cannot attend and the severity of the student's condition requires a nurse to be present
- b. The student going on the field trip requires medication that only medical personnel can administer.

