



Nevada City School of the Arts Field Studies Policy and Procedure

Our field studies are directly supported by parental involvement, which in turn allows us offer extended opportunities to experience the natural and cultural context of our local area and places further afield. That said, *Nevada City School of the Arts reserves the right in its sole discretion to select the chaperones that accompany school staff and students on field studies.*

Local Field Studies

Students must have written permission from their parent or legal guardian in order to participate in trips requiring transportation away from school. The school shall provide an alternative educational experience for students whose parents/guardians do not wish for them to participate in a trip.

Parents will be notified at the beginning of the year of all day long field trips for their students' class. **They will be asked to sign ONE permission slip for the year for local trips.** Parents may request separate permission slips for each local trip.

Overnight Field Studies

Separate permission slips are required for all overnight trips.

Parents will be given at least four weeks advance notice of an overnight trip. The purpose of this notice is to inform parents of any special items, such as sleeping bags or other gear that they may need to purchase or borrow in order to outfit their child, for the trip, and to notify parents of the cost of the trip so that they may budget for their financial contribution. Parents are expected to notify their teacher as soon as possible if they will be unable to contribute the amount required to cover the cost of their child's participation. This is in order to determine whether sufficient scholarship funds are available or whether special fundraising will be required.

Teacher Responsibilities

Before each trip, the teacher primarily responsible for the trip shall:

1. Submit list of field studies to the School Director at least one week before the first trip leaves and parent notification is required.
2. Send the Field Study Permission Form and list of day trips or Overnight Field Study Permission Form to parents. Where the information is more extensive than can reasonably be included on the Permission Form, an explanatory letter should also be sent which specifies the destination and routes to be taken, the educational purpose of the trip, the specific itinerary, including time and place of departure and return and estimated time and location of other stops, and any other special details of interest to parents.
3. Give the office a copy of the permission form and all other information pertinent to the trip prior to giving it to parents.

4. **Hold a chaperone meeting prior to ANY overnight trip. At this meeting please review and have every chaperone sign the Chaperone Guidelines & Agreement form.**
5. Ensure that Driver Registration Forms and Chaperone Agreements are completed and turned in by all drivers and parent chaperones, and that these forms are on file with the school office.
6. Provide each driver/chaperone and the office with:
 - a copy of the itinerary, scheduled stops and a list of cell phones for other drivers names and phone numbers of whom to call should they get lost or separated
 - copies of the permission forms for all students under their supervision **IN A SEALED ENVELOPE.**
 - a copy of this Field Studies Policy and Procedure document
7. Give the school office a list of all students attending the trip and in which vehicle each will be riding. In addition, provide the office with a list of absent students and non-participating students (with the name of the teacher responsible).
8. Check out a first aid kit from the office and take it with you on the trip, checking it back immediately afterwards.
9. Set up a connect-ed to inform parents of arrival to destination and return home arrival/pick up time, etc. (Overnights only – unless needed)
10. Submit a signed and completed copy of the checklist to the School Director the day before leaving on your trip.

During the trip, allow no student to leave the field trip without written parental permission, specifying when the child may leave and with whom.

Supervision by Parent Chaperones

Before the trip, teachers shall provide adult chaperones with clear information regarding their responsibilities. For overnight trips, parents must attend the Parent Meeting prior to the trip. ***Any adult who attends a field study, whether a chaperone or not, will be held accountable to all rules and policies.***

In all cases, all adults shall:

- 1) Be sure the teacher knows where you and your assigned students are at all times.
- 2) When you are assigned a supervision duty, please be sure to keep all students under your care within your sight. Make sure you inform students of the guidelines of the activity and the physical boundaries. If you must leave your supervision area, but sure to have another adult cover the area **and make sure your students know who the new chaperone is..**
- 3) As stated above, students are expected to abide by the Expectations for Student Behavior at all times on a field trip. Adults are asked to hold students responsible for behavior within these guidelines. Do not hesitate to remind students of the appropriate behavior. Be positive and friendly.
- 4) If a student, repeatedly acts inappropriately, even when reminded, a short time-out from

the activity may be necessary, or they may need to “shadow” you so that you can help them model appropriate behavior.

- 5) IF ANY SERIOUS MISBEHAVIOR OCCURS that needs more discipline, contact the teacher immediately. It is important that any reprimand or consequence come from the teacher.

In accordance with Nevada City School of the Arts policy, all adult volunteers shall be fingerprinted for criminal record clearance if they are chosen to chaperone children on overnight field trips.

Emergency Field Studies Procedures (See Chaperone Guidelines)

In the event of an emergency (i.e. lost child, student injury, parent injury, etc.) these are the steps to be taken:

Lost Child:

- Calm your group and ask previously designated parent(s) to supervise the children.
- Form a search party.
- Call the nearest police department or 911.
- Have previously designated parent contact the school to explain the situation, as best as they can (Try to limit the amount of calls or texting to decrease the level of chaos).
- As soon as child is found, ask designated parent to contact the school with updated information and the school will contact all parents concerned.

Injured Child

- Determine the level of injury.
- Call 911 immediately if appropriate.
- Call the school and inform them about the accident. School will contact parents (if not on trip).

Siblings, School Age Relatives and Home Study Students’ Attendance on Field Studies

It is the policy that NCSA does not allow school age siblings or their school age relatives on field studies. Siblings **only** may be considered for trips if not bringing the sibling would represent a significant hardship (i.e., the student would not go without the parent, and the parent could not go without bringing a younger sibling). ***Due to significant liability and disruption of the educational process, parents who must bring children under the age of 5 may not attend as a chaperone and do not receive the benefits of being a chaperone.*** Parents must request special dispensation from the school director in order to bring a sibling on a field study.

Home Study students *of the same grade* as the site-based students on the trip may attend field studies if a parent (or an adult deemed responsible in writing by the parent), or the home study teacher attends the trip and if this has been agreed upon by the site-based teacher in advance. The home study teacher and the parent must contact the site-based teacher two weeks prior to ANY local field study and six weeks prior to any overnight field study they plan to attend.

Drivers

Parents who transport any students not in their immediate family are required to:

- 1) Register with the school for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law. (Recommended: liability of \$100,000/\$300,000 bodily injury and \$50,000 property damage or a combined \$300,000 single limit of liability). A copy of your license and insurance must be on file with the school.
- 2) Check the safety of your vehicle; tires, brakes, lights, horn, suspension, etc. We no longer inspect cars, but expect you to do the safety check before you take students in your car,
- 3) Carry only the number of passengers for which you have working safety belts,
- 4) Require each passenger to use his or her seat belt.
- 5) Follow the indicated itinerary and avoid any unlisted stops.
- 6) Follow all traffic laws and drive within the speed limit.
- 7) Keep the student CONSENT FOR EMERGENCY TREATMENT forms with you at all times in the sealed envelope.
- 8) Keep a copy of the phone tree and phone contact number for emergencies or late arrival.

Authority of the Driver: Students transported in a private vehicle for a school function shall be under the authority of, and responsible directly to, the driver of the vehicle. The driver/chaperone shall be held responsible for the safe operation of the vehicle and will assume direct responsibility for the orderly conduct of the students while they are in the vehicle. NCSA's Expectations for Student Behavior are in effect at all times during a field trip.

No student is to be released from the driver's supervision unless the supervising teacher has received permission from that student's parents/guardians.

Other Guidelines

- All adults shall not consume alcoholic beverages or use controlled substances, or be under the influence of alcoholic beverages or controlled substances, for the duration of the trip.
- All adults shall not smoke in the immediate presence of students or while actively supervising students. If a parent or teacher needs to leave the students' in order to smoke, they must report directly to the teacher and "hand-off" those students whom they are supervising. This must not interfere with an activity to the extent that it places undue burden on the teacher.
- Sometimes parents have suggestions for changes to the teacher's plan for a field study. Although a teacher is always open to discuss your ideas, please understand that teachers have spent many hours planning for the trip and are trying to balance the social, emotional and intellectual needs of all the students in the class. After consultation, decisions made by the teacher are final with regard to field trip activities.
- If a parent's or other attendee's behavior threatens the health, safety or welfare of the students, parents or teacher/staff while on the field study, the teacher or other school staff reserve the right to excuse that parent from the remainder of the field study.

Related Forms

- Teacher's Field Study Request Form
- Teachers' Responsibility Agreement for Field Studies
- Driver Registration Form
- Parent/Chaperone Guidelines
- Permission Slip for Local (overnight) Field Studies and Medical Consent
- Permission Slip for Overnight Field Studies
- Field Study Checklist for Teachers