



# Monarch River Academy

## Instructional | Program FIELD TRIP POLICY

The Governing Board of Monarch River Academy recognizes that school-sponsored trips are an important component of a student's development. These types of trips supplement and enrich the homeschooling and classroom learning experience. In addition, field trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. School-sponsored field trips may be conducted in connection with the Monarch River Academy's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or co curricular activities.

The purpose of the Monarch River Academy Governing Board approving this Field Trip Policy is to accomplish the following:

1. Define the Requirements for a Field Trip
2. Explain Supervision, Chaperone and Guest Policies
3. Identify Instructional Funds Available to Each Family for Field Trips
4. Identify Transportation Options and Insurance Requirements for Transportation

**1. Overview:** No field trips may be made to locations, activities, or programs where students will be treated unfairly based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, equal rights, and opportunities in the educational institutions of the state.

School-sponsored trips are those that are single-day, community based or those that are specifically approved by the Governing Board of Monarch River Academy (such as multi-day trips, or those costing the Monarch River Academy in excess of \$100 per pupil). The Superintendent of Monarch River Academy shall establish a process for approving a staff member's request to conduct a school-sponsored trip that fall outside the limitations of this section. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, school and student expense, and transportation and supervision requirements. Superintendents may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

All field trips are voluntary, and no student is required to attend any given field trip. A student's ability to attend any field trip is limited by the amount of enrichment funds available for that student. The teacher of records is responsible for mapping out a child's field trip plan for the year to enhance the child's educational plan.

**2. Field Trip Supervision:** Given the need for adequate supervision of the students attending school-sponsored trips and given the nature of the educational program offered by Monarch River Academy, Monarch River Academy has approved the use of student planning amounts to pay for the costs of admission for one chaperone per enrolled student, with a maximum of two chaperones per four (4) children in a family who are enrolled in Monarch River Academy. If applicable, Monarch River Academy will approve the use of student planning amounts to pay for the costs of

admission for an additional chaperone for additional children in a family and who are enrolled in Monarch River Academy in excess of four (up to eight). Children in a family means children living, part- or full-time, with a parent/guardian, irrespective of adoptive status or marital status of the parents/guardians. The funds used to pay for the chaperone as allowed in this paragraph shall be instructional funds available to each family. Student planning amounts cannot be used for non-enrolled siblings or guests.

Families are limited to one school-sponsored overnight field trip per year with admission paid for one chaperone using enrichment funds when available. Monarch River Academy will not provide the cost of admission for any chaperones for vendor trips and independent enrichment trips.

It is the responsibility of parents/guardians to ensure proper supervision over their children enrolled in Monarch River Academy at all times during a school-sponsored trip. In some instances, chaperones may take their own non-enrolled children (two years and older) as guests on appropriate school-sponsored trips, provided they make arrangements with the venue directly for the purchase of admittance and they assume full responsibility for their behavior and safety, with approval of the Superintendent. Guest tickets are no longer purchasable from the School directly and all transactions for non-enrolled students must be between the vendor and the parent/guardian directly.

The staff chaperone shall use a field trip attendance form to track attendance, emergency contact information, and identify any authorized adults to pick-up students after hours, if applicable. Staff chaperones shall always have an emergency contact phone number for the Superintendent. If a serious discipline incident occurs during a field trip, the School's staff chaperone shall notify the Superintendent immediately. No student shall be sent home or separated from the school group without prior approval of the School's staff chaperone.

**3. Accommodations:** If a family requires special accommodation due to a child's special education needs identified in the child's Individual Education Plan (IEP) or Section 504 plan, the family may request accommodation from the Superintendent.

**4. Student and Family Responsibilities:** All persons making the field trip or excursion shall be deemed to have waived all claims against the Monarch River Academy and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults, parents, and guardians taking any field trip or excursion shall sign a statement waiving all claims when placing their orders in the Field Trip and Events system.

All students on a school-sponsored trip are under the jurisdiction of Monarch River Academy and shall be subject to school disciplinary rules and regulations.

Before a student can participate in a school-sponsored trip, the School's staff chaperone shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.

**5. Transportation:** Parent(s)/guardian(s) are solely responsible for transporting their children to the location where the field trip starts. The staff chaperone will provide the location for the field trip, and the time to meet, to the parent(s)/guardian(s) once the field trip has been confirmed.

The School's staff chaperone shall use a field trip attendance form to track attendance, emergency contact information, and identify any authorized adults to pick-up students after hours, if applicable. School staff chaperones shall always have an emergency contact phone number for the Superintendent. If a serious discipline or safety incident occurs during a field trip, the School's staff chaperone shall notify the Superintendent immediately. No student shall be sent home or separated from the School group without prior approval of the School's staff chaperone.

**6. Cancellation Policy:** Parents may cancel prior to the booking close for a full refund. After booking closes, there is no refund.

**7. Attendance Policy:** If a cancellation is not completed in accordance with the policy, trip attendance is required. Students and chaperones unable to attend reserved trips must notify the School as soon as possible but no later than 24-hours prior to the trip start date. Failure to notify the School is considered trip non-attendance and may result in the revocation of future privileges.

The first incidence of trip non-attendance will result in a warning with no further remedial action.

The second incidence of trip non-attendance will immediately suspend future trip reservations for that student and require participation in an appeal process with the School's Director of Community Engagement. After appeal, the ability to reserve trips may be restored at the School's discretion.

The third incidence of trip non-attendance will immediately suspend future trip reservations for the student for the remainder of the school year with no possibility of appeal.

**8. Waitlisting:** The School will offer priority booking for the next trip that is the same as the missed trip for waitlisted families. For example, if Family A is waitlisted on Zoo Trip A they will get a priority invite to book for Zoo Trip B when booking opens for that trip.

**9. Pre-Release Priority Booking:** When the School pre-releases a new trip to a waitlisted group, families will have one (1) week priority to book their tickets. After one (1) week, the trip will be released to all students. A family who has received the pre-release invite will be removed from the waitlist whether they booked a ticket or not.

**10. Independent Study Teacher (IST) Approval:** Field Trip and Event orders require the approval of ISTs before they are processed. ISTs will consider chaperone guidelines and number of allowable tickets when reviewing a field trip request. Approved field trips will show IST Approved Status in the Ordering System

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