

*Da Vinci Schools*  
**Field Trip Request Guidelines**

The following guidelines, aligned with Da Vinci Schools policy and procedures, are applicable to field trips and any school-sponsored trips that are in connection to curricular, co-curricular, and extracurricular activities.

**Request for Field Trip**

1. Only Da Vinci administrators, teachers, approved staff or coaches may submit a field trip request.
2. Requests for a one-day trip must be submitted to the principal at least 30 calendar days prior to the desired date of the trip. Requests for overnight and out-of-state trips must be submitted to the principal at least 60 calendar days prior to the desired date of the trip. (*Note:* Overnight and out-of-state trips requests must be approved by the Board of Trustees.)
3. Requests, using the “Field Trip Request Form”, must include the following information:
  - a. Name of the event
  - b. Start and end date (provide alternate date, if practicable)
  - c. Start and end time
  - d. Location
  - e. Educational purpose
  - f. Specific activities (by date and estimated times, if appropriate)
  - g. Estimated number of participants (categorized by students, staff, and chaperones)
  - h. Method of transportation
  - i. Estimated cost, if any, and proposed funding source(s)
  - j. Necessary supplies and equipment
  - k. Hazard assessment
  - l. Classroom coverage

**Approval Process**

1. Upon receipt of a request for a field trip, the principal shall review the information provided and approve or deny the request. Factors that may lead to the denial of a request include, but are not limited to:
  - a. The proposed trip does not appear to have any connection with a course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities
  - b. The proposed activities for the trip would be inappropriate for the age and maturity of the student participants
  - c. The proposed activities for the trip could be considered inherently dangerous to students or pose unacceptable, unmitigated risks

- d. The proposed date(s) for the trip conflict with school scheduled events
  - e. Excessive number of students taking trips on that particular day
  - f. Specific students would be excluded from participation because they lack sufficient funds, or other discriminatory-based reasons
  - g. Excessive cost and/or limited financial resources
  - h. Lack of availability of transportation
2. If the principal approves the request, he/shall notify the individual who submitted the request. For overnight, out-of-state or out-of-country trips, only the Board may approve or deny a request. As such, if the principal recommends approval of the request, he/she shall forward that request to the Chief Executive Officer or designee, who shall review the information and make a recommendation to the Board for action.
  3. If a request is denied, the individual rendering such decision shall inform the individual who submitted the request the reason(s) for the denial.
  4. The principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

### **Preparation for the Field Trip**

Once a field trip request is approved, the following matters must be addressed:

1. Destination site
  - a. Confirm admission fees, hours, and travel directions
  - b. Obtain a confirmation letter from the destination site with a complete itinerary
  - c. Arrange for a guide from the destination site, if appropriate
  - d. Arrange payment of any deposits or fees
2. Parent/guardian permission
  - a. Obtain parent/guardian permission for all participating students
  - b. Obtain parent/guardian authorization for emergency medical treatment
  - c. Ensure all parent/guardian consent forms are taken on the trip
3. Participation by students with disabilities or health care needs
  - a. Contact the destination site to ensure that students with disabilities have access, if appropriate
  - b. Consider how accommodations or related aids and services, including the use of a service animal, will be provided for the student with a disability to participate safely
  - c. Ensure that students who need medication administered during the trip or under emergency circumstances have access to such medication and assistance with administration of medication at all times
  - d. A decision to exclude a student with a disability must be made on an individual basis, and the school has the burden of demonstrating that the student should not participate;

particularly, if the student's participation may be unsafe or a risk to the student or others

#### 4. Student supervision

- a. Ensure there is an appropriate ratio of students to adult for the trip
  - 10:1 for regular trip within the school day
  - 7:1 for trip involving water activities
  - 7:1 for overnight, out-of-state or out-of-country trip
- b. Plan how to track student, staff, and chaperone attendance throughout the trip
- c. Chaperones must be a minimum of 18 years of age and preferably, 21 years of age or older and must undergo the appropriate screening process determined by Da Vinci Schools
- d. If there are student participants with disabilities or other health care needs, ensure they are supervised by trained staff that can meet their specific needs (Note: parents/guardians of students with disabilities cannot be required to accompany their children on fieldtrips as a condition of participation)
- e. If a trip is to be conducted in areas known to be infested with poisonous snakes, ensure that a staff member who has completed a first aid course certified by the American Red Cross that emphasized the treatment of snakebites will be on the trip
- f. Prepare guidelines and instructions, including contact information, for chaperones
- g. Plan to have a certificated staff member present at the meeting location at the start of the trip before students arrive, and a certificated staff member to remain at the pick-up location at the end of the trip until all students have left.

#### 5. Mode of transportation

- a. Secure appropriate and reasonable transportation and ensure that any student with a disability has access
- b. Plan for delays and transportation issues (*i.e.*, accidents, breakdowns, etc.)
- c. Obtain approval from principal or designee if a student or chaperone wants to arrange for his/her own transportation
- d. If students are transported in a private vehicle, a separate permission slip must be signed by the parent/guardian, and the driver must:
  - Meet the requirements established by Da Vinci Schools
  - Receive safety and emergency instructions to keep in the vehicle
  - Be given a copy of the permission slip of each student riding in his/her vehicle

#### 6. Meals during the trip

- a. Make arrangements with the food services department for to-go meals a minimum of one week prior to trip and allow for students to bring their own meals, when appropriate
- b. Determine where the food will be stored during the trip

- c. Ensure there is a location that is suitable for eating as a group
- d. If meals are unable to be brought along and purchases must be made, Da Vinci Schools will reimburse individuals for a maximum for the following meals:
  - Breakfast: \$5.00 per meal
  - Lunch: \$7.00 per meal
  - Dinner: \$ 10.00
  - Total meal reimbursement for full day trips requiring all meals: \$22.00 per individual.
  - Da Vinci Schools recognizes that meals are appropriate for student health and welfare but must align with the use of public fund guidelines when providing these during school sponsored trips.
- e. Da Vinci Schools encourages other sources of revenue for meals provided during the school sponsored events such as donations. These must be documented per Da Vinci Schools business practices.

## 7. Safety

- a. Ensure that the first aid kit taken on the trip includes all the necessary items
- b. If a trip is to be conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip must contain medically accepted snakebite remedies
- c. Review public safety ground rules
- d. Make sure students know what to do if they get lost or are separated from their group
- e. Plan for students who become ill or misbehave on the trip
- f. Obtain information regarding available medical and/or hospital insurance provided through Da Vinci Schools

## 8. Specific considerations for overnight and out-of-state trips

- a. Arrange transportation
- b. Secure lodging
- c. Plan for meals
- d. Supervisors of students should consider whether both male and female students participate to ensure there are enough male and female chaperones for supervision. Assigned duties and on call responsibilities should be outlined in advance and approved by Da Vinci administration.
- e. Room assignments need to take into account:
  - Students with disabilities or other health care needs
  - LGBT students
- f. Curfew and room checks

## 9. Work with administration to plan for an alternative educational experience for students whose parents/guardians do not wish for them to participate in the field trip