



FCMS Field Trip & Going Out Policy

Field Trip: A trip off of school grounds planned by the teacher or the children for the whole class to participate in for the purpose of extending knowledge, information, or experience in relation to classroom studies and/or community building.

Going Out: A trip off of school grounds planned, organized, and carried out by 2-5 students, supervised by the teacher and parents, for the direct purpose of extending knowledge, information, or experience in relation to classroom studies, which establishes and invigorates the children's responsibility for their own safety and helps ensure their ability to think clearly and make sound choices in taking care of themselves as they are deemed ready and able for this task.

FIELD TRIP & GOING OUT POLICY

- A school permission form must be signed by the parent or guardian of a student before the student may participate in any field trip or other activity away from school.
- Determinations regarding the appropriateness of a field trip/activity, supervision requirements, necessary accommodations and/or modifications, and other matters concerning students with disabilities or special needs shall be made by the students' IEP, § 504 team, or appropriate FCMS staff.
- Adult chaperones shall be either FCMS employees or authorized volunteers that are qualified under FCMS Volunteer Policy and have attended a volunteer training.
- FCMS reserves the right to deny any request for a field trip/activity, to cancel any previously approved field trip/activity up to the time of departure, and to terminate or redirect any field trip/activity in progress for any reason deemed necessary or appropriate, including but not limited to health/safety concerns or misconduct.
- District vehicles, private vehicles or commercial transportation may be used for student transportation in connection with any field trip/activity. In order to transport students in private vehicles, FCMS employees and authorized volunteers must be approved by FCMS through the FCMS Auto Policy and its application process.
- All personal vehicles are subject to a visual inspection by an FCMS employee before escorting students.
- All chaperones shall bring a safety backpack on the trip including first aid kit, wipes, medications, permission slips, emergency procedures, and emergency contact information.
- Students, FCMS employees and volunteers are subject to FCMS policies and regulations, including but not limited to policies and regulations included in the Code of Conduct, Student Transportation Policy, Auto Policy, Allergen Policy, and Health Department & Licensing regulations on every field trip/activity.
- Each field trip/activity, including the mode(s) of transportation to be used, shall be approved in advance on the appropriate school form by the Head of School after considering any information and recommendations provided by the insurance company.
- The Head of School shall approve an FCMS employee to serve as the sponsor for each field trip/activity. The sponsor shall have primary responsibility for the field trip/activity and all participating students, FCMS employees and volunteers. The Head of School shall determine the number and qualifications of adult chaperones required for student supervision in connection with each field trip/activity.

- In the case of an emergency, the sponsor and/or chaperone will contact emergency personnel as necessary and the school. The school will reach out to parents of participating students. In the case that a student has special needs, all instructions listed on IHPs, IEPs, or any other plan filed with the school will supersede.
- If any student is injured during the field trip/activity (including transportation to or from the field trip/activity), the sponsor shall forward the original signed permission form for that student and a completed FCMS Incident Report to the office.