

Bellevue-Santa Fe Charter School  
*“What we learn with pleasure, we never forget.”*

## **SCHOOL-SPONSORED TRIPS POLICY**

### **Educational Study Trips**

The Governing Board of Bellevue-Santa Fe Charter School considers educational study trips, i.e. fieldtrips, to be an integral part of the learning experience for students. The value of these study trips is enhanced when they are carefully planned. It is the teacher’s responsibility to select and organize fieldtrips that are related to the curriculum being taught in class. It is imperative that all school-sponsored trips are safe for the students and adults attending.

No student shall be prevented from participating in a fieldtrip because of lack of sufficient funds. Fundraising may be available for fieldtrips to help offset the cost. If a student cannot attend, an alternative educational plan will be developed by the teacher.

Written parent permission and administrator approval are required for all fieldtrips. Fieldtrips requiring an overnight stay will also require the approval of the governing board.

### **Field Trip Transportation**

Field Trip transportation shall be provided by parent/guardian drivers unless otherwise indicated on the permission slip. Adults driving students to and from fieldtrip locations must have the following on record in the office: DMV printout for the current school year, Proof of automobile insurance for the current school year and Fingerprint clearance from the County Office of Education.

All field trips shall start and end according to the time and location given on the permission slip. Except in case of emergency, drivers are not authorized to make any stops outside of what is specified on the signed permission slip.

### **Chaperone Responsibilities**

On most fieldtrips the parent/guardian drivers also act as chaperones for the trip. The job of the chaperone is to provide supervision and monitor the group of students they are assigned by the teacher. The chaperones must follow the guidelines set by the teacher or trip organizer. Standard practice is that field trips are designed solely for BSFCS students. Based on teacher discretion, unusual circumstances and the nature of the field trip siblings may or may not be allowed to attend a fieldtrip in accordance to the Parent/Guardian Involvement Policy. Chaperones must first receive teacher approval, and then complete the BSFCS sibling liability release in the office prior to the field trip.