GRACE ACADEMY

**2022-2023 Field Trip Guidelines**

Grace Academy greatly appreciates your willingness to be a chaperone during field trips this school year. As a chaperone, you are responsible for supervising the students assigned to you by the administration beginning with departure from the school and ending with return to campus. Thank you for supporting your student and Grace Academy.

## Purpose

These guidelines lay out the expectations of adults and students on Grace Academy field trips.

## Adult Participants

For each field trip, the teacher who is sponsoring the trip (known as the Trip Leader) will determine the needs for drivers and chaperones. The Trip Leader is the teacher in charge of the field trip and is the final authority for any decisions pertaining to the field trip, including change of itinerary, vehicle assignments, student discipline, etc. Once these volunteer slots are filled, any further adults would be adult guests and will be included as possible. Please note that planning a field trip is a time-consuming endeavor and teachers may limit the participants. Parents or guardians may attend a field trip in one of the three roles below. Essential care-givers may attend as adult guests. The three roles:

- A chaperone (driver) is a parent or guardian who has completed the Field Trip Driver Form and Field Trip Guidelines Form on Family Portal, has completed a Volunteer Background Check, has signed the Child Protection Policy, and has agreed to the guidelines and parameters set forth in the Field Trip Guidelines. This adult will be responsible for transporting as well as supervising the students in their vehicle for the duration of the field trip.

- A chaperone (non-driver) is a parent or guardian who has completed the Field Trip Guidelines Form on Family Portal, has completed a Volunteer Background Check, has signed the Child Protection Policy, and has agreed to the guidelines and parameters set forth in the Field Trip Guidelines. This adult will be responsible for supervising students while traveling and for the duration of the field trip.

- An adult guest is a parent, guardian, or essential care-giver who has completed a Volunteer Background Check, has signed the Child Protection Policy, and will provide their own transportation to and from the field trip. (There may be occasions when an adult guest can ride with students, but we cannot guarantee this.)

## Chaperone Guidelines

1. All field trip chaperones must complete the Field Trip Guidelines WebForm on Family Portal indicating that they have read and agree to the field trip guidelines.
2. The Trip Leader is the authority on the field trip. A chaperone's role is to be an assistant to the Trip Leader and other teachers present. Therefore, chaperones will need to focus solely on the students under their care and are to follow the instructions of the Trip Leader.

3. Chaperones are to assist the Trip Leader with any behavioral issues, escort students where they need to go, and help the Trip Leader in any way he/she requests. The same behavior that is expected at Grace Academy is expected on field trips.
4. Chaperones should carry their cell phones and keep them turned on for the duration of the trip. All chaperones and teachers will have one anothers' phone numbers.
5. A field trip driver may **not** use a cell phone while driving. This includes both talking and texting. However, if a driver has the capability to use a Bluetooth device, that is permissible. In the event another chaperone or teacher calls, the driver must give the phone to a chaperone in the vehicle or to one of the students to answer.
6. A driver or chaperone may play Christian or classical music in the vehicle. For longer trips, the Trip Leader may authorize or provide a movie to watch while traveling. The Trip Leader must request Administration's approval for any such movie at least one week prior to the field trip.
7. Drivers are expected to obey all traffic laws and speed limits.
8. Given that Grace field trips typically involve multiple vehicles, the usual plan is to drive in a caravan. However, this often proves infeasible, especially on long trips, so each driver should be prepared to continue to the destination without following another vehicle.
9. Unless the Trip Leader arranges or approves, drivers are not to make additional stops. They are to follow the trip itinerary as communicated.
10. The Trip Leader will carry a first-aid kit and student prescription medications, and the teacher will administer all medications.
11. Grace Academy does not allow 15 passenger vans to be used for any transportation purposes.
12. Students may not use any electronic devices while on a field trip, and it is each chaperone's role to assist the teacher in enforcing this policy. Such devices include, but are not limited to, cell phones, music devices, gaming systems, and e-readers. There may be instances that allowances are made, but those will be clearly communicated by the teacher prior to the trip. Otherwise, these items are off limits on Grace Academy field trips.

## Transportation Guidelines

### Student Safety

1. Seat belts – all passengers must wear both lap and shoulder belts at all times. Also, only one child is permitted per working seat belt.
2. Child passenger safety seats – State law requires that any child younger than 8 years of age be restrained in an approved child passenger safety seat unless the child is at least 4 feet, 9 inches in height.
3. We follow the national recommendation from the American Academy of Pediatrics that no child under the age of 13 will be allowed to ride in the front seat of a vehicle.

### Non-serious injuries procedure

If the Trip Leader is not readily available for consultation, call

1. Grace Academy at **512-864-9500**.
2. After school office hours, call Kristin Sowers, Head of Grammar School, at **512-773-3675** or Al Popp, Head of Upper School, at **571-665-8008.**

**Serious injuries procedure**

1. **Call 911 immediately.**
2. Notify the Trip Leader.
3. The Trip Leader must call (or delegate someone to call):
    a. Grace Academy at **512-864-9500**.
    b. After school office hours, call Kristin Sowers, Head of Grammar School, at **512-773-3675** or Al Popp, Head of Upper School, at **571-665-8008.**
4. The Trip Leader will call (or delegate someone to call) the student's parents to report the illness or injury. If the parents are unavailable, call the emergency contact listed on the Class Directory located in the orange field trip folder.

**Automobile accident procedure**

1. Keep your vehicle at the scene of the accident until law enforcement officials release it and you.
2. **Call 911 immediately.**
3. Notify the Trip Leader.
4. The Trip Leader must call (or delegate someone to call):
    a. Grace Academy at **512-864-9500**.
    b. After school office hours, call Kristin Sowers, Head of Grammar School, at **512-773-3675** or Al Popp, Head of Upper School, at **571-665-8008.**
5. Students' safety is the priority, so move them to a safe location away from traffic.
6. Call your insurance company and follow their additional instructions.
7. Obtain a copy of the Police Accident Report and return it to Grace Academy.
8. If your vehicle is disabled, please notify Grace Academy and the Trip Leader. Another vehicle will be sent to your location to transport the students to their destination.

**Automobile accident with injuries procedure**

1. Follow the accident procedure above.
2. The Trip Leader will accompany the injured student(s) to the hospital and notify the student's parents or emergency contact if the parents are unavailable.
3. Remaining vehicles are to return to Grace Academy.