

Field Trip Policies and Procedures

Field trips are an essential component of the Montessori curriculum. Students are given the opportunity to utilize knowledge gained in the classroom and apply it through experiences in the greater community. Field trips are age appropriate and are linked to curriculum and CA State Standards. It is not unusual for an elementary or middle school class to attend a field trip approximately once every six weeks.

Field Trip Participation, Costs and Payment Options:

All students are to have equal access to the field trips as a part of the curriculum. CMP realizes the more costly field trips may be a financial burden for some families. Therefore, the Campus Advisory Council has authorized fundraising efforts to offset field trip costs.

Because these funds are limited, we ask parents to help out with the field trip costs by contributing the cost per student listed on the permission form by doing one or more of the following:

- 1) Pay the full cost per student at the time it is due.
- 2) Divide the total amount into smaller amounts, making several payments until the full cost per student is paid.
- 3) Participate in classroom/campus fundraising.

All students have access to field trips regardless of ability to pay; however, a teacher may need to cancel a field trip if there are not enough funds generated by parental contributions and fundraising. If you would like to participate in fundraising efforts, please contact campus administration.

Student behavior may be a factor in deciding if a child is to participate in a field trip. Parents will be contacted in advance to discuss any issues and to determine other options.

Parents who do not wish for their child to attend a particular trip should discuss their reasons with the teacher, as the purpose of the field trip is to expand on the students' academic experience. Any child not participating in a field trip must attend school that day. The teacher will arrange for your child to do their work in another classroom.

Permission Forms:

Due dates for permission slips are to be strictly enforced, and a child will not be permitted to attend the outing without a signed form. Parent/guardians are required to provide an appropriate car seat if their child is eight (8) years of age or younger, and/or smaller than 4'9" according to California State law.

Please note:

- Car Seats: Per California State Law, no driver shall transport a student without an appropriate car seat if that student is eight (8) years of age or younger, and/or smaller than 4'9"
- K-6th grade children will be properly secured in rear seat in an appropriate child passenger restraint system, per California State Law, Vehicle Code 27360

The educational experience of the field trip is always to be emphasized over a commercial one. However, in some instances, bringing spending money will be appropriate and will be stated as such on the permission/information sheet.

Parent Participation Requirements on Field Trips:

Parent involvement is essential to allow these field trips to occur as drivers and/or chaperones. To ensure the safety of the students, parents volunteering to drive/chaperone must have the following clearances at the time the field trip permission form is returned.

Driver and Chaperone Age Requirement

Drivers for field trips must be 25 years of age, and chaperones are to be 18 years of age.

Proof of Insurance

CMP requires \$100,000 liability per person/\$300,000 liability per occurrence. Individuals without this level of insurance may request from their insurance company the increase for a day. A parent who is driving their child only must show proof of insurance at the California legal amount. The Proof of Insurance paperwork needs to show the company, name of driver, and the amount of coverage.

DMV Driver History Report

CMP requires at the beginning of each school year an official 3-year driver's history report from the DMV. Infractions that could prohibit a parent to drive on a field trip include seatbelt violations, speeding tickets and other moving violations, failure to appear, and the like. An equipment violation, as long as it has been taken care of, will not be an issue. This report must be turned in 30 days prior to driving on a field trip.

Copy of Driver's License and Auto Registration

At the beginning of each school year, a copy of the driver's license and auto registration for each vehicle being driven on a field trip must be turned into the campus office.

Cleared Live Scan

This clearance is only required once. Live Scan clearances from other organizations do not meet the requirement by the Justice Department.

Cleared TB test

A cleared TB skin test, TB Assessment form, or chest x-ray is required every 4 years in order to volunteer and attend field trips. If an individual has not been out of the country, then a doctor or nurse's signature on a waiver is acceptable.

Participation in Parent Volunteer Presentation

This parent education presentation is only required once.

Drivers will be given a Field Trip Packet with student information, directions and other pertinent information for the trip, and a list of all field trip policies and procedures. **We ask that drivers read this packet carefully to avoid any misunderstandings.** Note: Student information is confidential and should only be accessed only in the event of an emergency. These forms are to be returned to the campus office at the end of the field trip.

Teachers are responsible for oversight of the entire group and for facilitating the excursion.

Adults participating in the field trip are asked to assist wherever needed and are expected to chaperone the group of students they have driven, as well as be aware of safety concerns for all students. Drivers must drive directly to and from the field trip destination. Stops for food, gasoline (except in the instance of a long distance trip), and other activities outside of the trip itinerary are not permitted. Personal errands are not permitted at any time.

CMP policy states that only movies rated “G” may be shown without parental permission. Parents with DVD players in their vehicles are therefore asked to follow this policy when driving on a field trip.

As per the CMP Code of Conduct, parents are asked to avoid discussing students with others. Discipline issues should be brought to the teachers’ attention for appropriate follow-through. Other concerns regarding the field trip should be brought to the teacher or campus principal.

Siblings:

As stated previously, field trips are an important part of the educational experience. Field trips are grade level and curriculum specific, and children anxiously await their opportunity to attend these special events. For this reason, we ask that siblings attending CMP not be included in their sister or brother’s field trip experience. Although it may be enjoyable to attend an extra field trip, attendance in their own class is of utmost importance. Prior approval may be granted by the campus principal for extenuating circumstances two weeks or more before the occasion.

Siblings not attending CMP may be granted permission by the campus principal to attend based on the appropriateness of the event. Please keep in mind when deciding to participate in a field trip that handling a younger child may be a detriment to proper supervision of the students, therefore you will not be considered a chaperone on the field trip.