



School Policies

IJOA - FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL

Mountain Sage Community School recognizes the benefit to student participation in appropriate field trips and other activities away from school scheduled in connection with curricular and extracurricular school programs. As used in this policy, “field trips and other activities away from school” include: (a) enrichment and experiential activities that are part of the school’s educational program for which students may or may not receive course credit and/or a grade; (b) practices, competitions and other activities related to school-sponsored extracurricular activities; and (c) school-sponsored activities that are not part of the school’s educational program or a school-sponsored extracurricular activity, including but not limited to social, experiential and fundraising activities. All such field trips and other activities away from school are subject to the terms and conditions of this policy and accompanying regulations.

RULES APPLICABLE TO ALL FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL

An MSCS 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. Only current MSCS students may participate in field trips/activities. Determinations regarding the appropriateness of a field trip/activity, supervision requirements, necessary accommodations and/or modifications, and other matters concerning students with disabilities shall be made by the student’s IEP or § 504 team. Adult chaperones shall be either MSCS employees or authorized MSCS volunteers that are qualified and registered as provided under MSCS Policy. MSCS 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.

Authorized MSCS vehicles, PSD buses, public transportation, biking or walking, or commercial transportation may be used for student transportation in connection with any field trip/activity. Students, MSCS employees, and volunteers are subject to MSCS policies and regulations, including but not limited to policies and regulations included in the Student Code of Conduct, on every field trip/activity.

Each field trip/activity proposal, including the mode(s) of transportation to be used, must be submitted to the School Director at least two weeks prior to the date of the field trip/activity for local trips, and at least eight weeks in advance of overnight trips. Proposals must be approved by the School Director prior to the distribution of permission slips to students/families. The School Director shall approve an MSCS 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, involved MSCS employees, and approved volunteers.

The Director shall also approve an MSCS employee to serve as the safety coordinator for each field trip/activity. For overnight trips, safety and emergency response plans for the field trip/activity must be provided to and discussed with the School Director prior to the date of the field trip/activity. MSCS employees shall complete all required trainings to the Director's satisfaction prior to serving as the safety coordinator on any field trip/activity. For overnight trips, at least one adult chaperone of the same sex shall be assigned for any male and female students participating in the field trip/activity. For overnight trips, the MSCS permission form signed by the parent or guardian of a student shall include a provision stating that the student's participation in the field trip/activity may be terminated and the student may be sent home early at the parent's or guardian's expense if the student engages in serious or repeated misconduct.

In alignment with MSCS field trip procedures, the School Director shall determine the number and qualifications of adult chaperones required for student supervision in connection with each field trip/activity.

Adopted by Board: October 10, 2017
Revised/Reviewed by Board: May 26, 2020
Reviewed by Board: December 14, 2021
(continue adding Revised/Reviewed dates)