



MAINSRING ACADEMY FIELD TRIP POLICY

A field trip is an off-campus educational experience provided by Mainspring faculty/staff to the whole school or individual classes, which typically involves transportation via Mainspring staff or transportation services. Field trips should be educationally or socially relevant to the students and focused on their development.

Planning the Trip

There are a number of steps you must consider when planning your trip:

1. Identify any behavioral, environmental, length of time, mobility, and accommodation requirements for participation at the site which may affect the health and safety of the participants.
2. Consider the need for medication, PRNs, special clothing, protection, or equipment that may be necessary for circumstances of weather or other conditions.
3. Consider the need for lunch/snacks, water, and the necessary storage or food vendor costs. Please consider student allergies.
4. Determine transportation needs -- reservation of vehicles, drivers, need for site supervision.
5. Plan for emergencies -- theft, illness, vehicle emergency, weather delays, student misconduct or threats to the safety of self or others.
6. Plan with administration – admin will take into considerations availability of staff and any possible planned absences of staff.
7. Obtain administrative approval by submitting the Field Trip Plan, at least two weeks prior to prospective trips.
8. Obtain signed parental permission forms, and, if applicable, liability waivers and costs for any students participating a minimum of one week prior to the trip.

Transportation

Staff must arrange for usage of the Mainspring Academy passenger van, if applicable. For school-wide field trips, Mainspring Academy will arrange transportation services. Keep a list for student counts, chaperones/volunteers, providers, and contact information. Lists must include which students will be transported to and/or from the school and field trip site by their parents. Teachers should be aware of students the require the use of car seats, booster seats, seat belt extenders, and seat buckle covers. Unless otherwise specified, chaperones/volunteers, and providers must arrange their own transportation. If providing travel by a personal vehicle, Mainspring staff may complete an expense reimbursement form to be given to administration by Monday mornings at 10:00am.

Students Not Attending

Students not attending a planned field trip must stay home or be picked up early/dropped off late on the date of the trip. Staff must take into consideration all students in the class and must make accommodations to the best of their abilities for all students to attend.



Chaperones/Volunteers

A list of chaperones/volunteers and additional guests must be included in your field trip plan for preapproval and must be over the age of 18. Siblings of students are not permitted unless otherwise approved due to the supervision required of siblings, thus diverting the attention of the chaperone/volunteer from the students.

Duty to Warn, Protect & Supervise

Familiarize students with the site and their surroundings. Mainspring staff has a duty to warn students and parents of any known hazards at the field trip site. Mainspring staff must exercise reasonable care to protect and supervise students while they are participating in a field trip conducted by the school. Students should remain with the group and should not split off without a Mainspring staff member being present. Any changes in plans or schedules, accident, crises, or major student behaviors must be communicated to Mainspring administration immediately.

Compliance with Mainspring Academy Policies

Staff must comply with Mainspring Academy policies while on field trips just as they would on campus per the Personnel Handbook.

Timeline

Below is a recommended timeline when planning a field trip:

- **Three weeks**
 - Conception and organization between teacher and paraprofessional
 - Where are you going? How is it relevant to the students? When will you be going? How will you get there? What does it cost? Will students eat at location or return to school?
 - Contact site to check for availability
- **Two weeks**
 - Proposal of field trip to admin with above information and MSA Field Trip Plan form
 - Approval of transportation
 - Contact site to schedule visit, once approved
- **One week**
 - Send permission forms to parents – set date due of form
 - Gather final head count
 - Arrange schedule for students not attending field trip
 - Speak with med-certified staff about medications (if applicable)
 - Designate staff member to handle money
- **Day prior**
 - Remind parents of departure and packing additional supplies via Class Dojo
 - Review time lines with participating staff
 - Inform admin of final time line
- **Day of**
 - Pack mobile first aid kit, medications (med-certified staff must dispense medication), snacks/lunch, student accommodations (change of clothes, sensory items, etc).



Mainspring Academy Field Trip Plan

| | | | |
|--|---------------------------|------------------|-------------|
| Teacher name(s): | | | |
| Location: | | | |
| Address: | | | |
| Date: | | | |
| Estimated arrival time(s): | | | |
| Estimated departure time(s): | | | |
| Mode(s) of Transportation: | | | |
| Staff attending trip: | | | |
| Describe any lunch/snack arrangements, including storage/costs: | | | |
| Describe any medication or emergency PRN needs: | | | |
| Approved by: | <u>Administrator Name</u> | <u>Signature</u> | <u>Date</u> |

| | | |
|---|-----------------------|------------------------|
| Students attending trip: | | |
| Providers attending trip: | | |
| Chaperones, volunteers, or guests attending trip: | | |
| Students not attending trip: | | |
| Students arriving to /leaving site with chaperone: | Arriving with: | Departing with: |