

## ELEMENTARY FIELD TRIP POLICY

To enrich our elementary curriculum, there will be scheduled experiences during the year that may be on or off campus. Field trips are a wonderful learning experience for students and parent participation is necessary to meet the standard of appropriate adult-child ratio. Any child not participating in a field trip may not attend school on that day.

### Field Driver/Chaperones Requirements

In order to schedule a field trip off campus we need several parents to drive and chaperone. For safety we need one parent driver and one chaperone in each vehicle. All field trip drivers and chaperones need to be background checked and fingerprinted. We need this completed by **October 1<sup>st</sup>** so the teachers will be able to plan a field trip sometime during the school year. The teachers need to know by October who they will be able to count on to help with field trips and that have been fingerprinted by the required date. We **cannot** accept last minute background and fingerprinting requests.

### Background and Fingerprint Procedure (Drivers and Chaperones)

Parents who plan on driving or being a chaperone for field trips must fill out and complete the following requirements by **October 1st** of the current school year:

- Complete and submit a Background Check Form found on our school website with copy of valid driver's license to school office to process
- After about 48 hours you can fill out the FAST Fingerprinting Pass also found on the school website and schedule fingerprinting online at [www.L1enrollment.com](http://www.L1enrollment.com)
- Fingerprinting must be through FAST to qualify to drive and chaperone on field trips
- Once you have completed fingerprinting you must bring the FAST receipt you received back to the school for documentation

### Other Field Trip Guidelines

- Approximately two weeks prior to each off-campus field trip, permission slips will be sent home for parent signature and return
- All drivers must submit a copy of their current auto insurance at least 2 weeks prior to the scheduled field trip
- We **cannot** accept background and fingerprinting requests after October 1.
- Parents cannot drive their own child to the field trip, all students must attend the field trip as a group
- Any child not participating in a field trip may not attend school on that day
- No siblings are allowed on school field trips
- Any planned field trip may not take place without the support of enough parents to be qualified chaperones and drivers

### FIELD TRIP DRESS CODE

For everyone's safety, dress code must be adhered to by parents and children. Parents must purchase a Southminster School T-shirt (Be a Hero or Red T-shirt). Elementary students are required to wear the Southminster Be a Hero T-shirt with jeans or khaki's. Order forms are available online.