

		LE: Ensign Learning Center				Packet Ref#
		Model/App: Ensign Learning Center				107.0.03.1.1.28
		PS: _____ PKT: Policies and Procedures				1 of 1
		Policy Title:Field Trip Policy for Parents Policy #20.1				
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Field trips will be for specified classes only. Any child pulled from another class to attend a field trip will be marked absent and that parent will not be considered a parent volunteer.						
Each class should have a minimum of one adult chaperone per ten students, more if needed. Younger classes (1st grade and below) should have a minimum of 1 adult for every 5 children. Volunteers should be scheduled two weeks in advance. Parent volunteers are allowed to bring one non-school aged child and still count as a volunteer, but the child must be counted in the adult to student ratio. If a parent wishes to bring two (2) non-school aged children with them, they will not be considered a parent volunteer, as this defeats the purpose of a volunteer, but they may still count their time as involvement time. However, they will need to take their own car and pay their own entrance fees and any other costs that there might be. They will not be considered part of Ensign Learning Center. Parent involvement will only count toward the student whose class is going on the field trip. If a parent brings three or more children, no involvement or makeup time will be credited.						
Generally, a chaperone should be 18 or older and be a parent or grandparent to a student in the participating class. To avoid any potential problems or even the appearance of a possible problem, no single (unmarried) chaperone may attend with a class that has a teacher of the opposite gender that is also single. In addition, if the class is an all girls, or all boy class, a single (unmarried) chaperone of the opposite gender may not attend. Any exceptions to this must be approved by the administration ahead of time.						
Teachers who are supervising the field trip must find out the requirements, guide lines, or rules, of the field trip location they are going to and inform all volunteers, parents and children who are going. Everyone must follow the rules.						
Teachers may decide whether any student who has been pulled to red or has been suspended during the year, must have their parent attend with them.						
If cars are used instead of the bus, enough cars should be taken so that every student can be in a seat belt. Students must stay seated and use their quiet voices in the vehicles.						
Ensign Learning Center will not be able to accept responsibility for transportation, fees, supervision and/or behavior of any parent and their children who do not comply with the rules of this policy.						
PURPOSE:						
To inform parents of the guidelines for a field trip						