

**SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES**

**A.** The Board of Directors (“Board”) believes that co-curricular and extracurricular experiences can be a positive factor in motivating students and enriching their learning experience. These procedures establish minimum standards for planning and conducting school-sponsored co-curricular and extracurricular activities and provide guidance on how to identify and manage activities that are not school sponsored.

The Board further directs that these activities be planned and carried out with safety as a priority and in a manner consistent with School for Integrated Academics and Technologies’ need to minimize legal liability.

**I. School-Sponsored Trips**

a. Any site approved educational activity involving the transport of students from the school campus while under the direct supervision of School for Integrated Academics and Technologies (SIATech Academy South) personnel is defined as a school-sponsored trip. A school-sponsored field trip must have both site approval and be under the direct supervision of SIATech Academy South personnel.

b. Any other excursion, trip, tour, cruise, or other venture involving students that is *not* site approved or is *not* under the direct supervision of site personnel is *not* a SIATech Academy South /school-sponsored trip. SIATech Academy South assumes no responsibility or liability for any such activities that are *not* school-sponsored as defined in item “a” above. Additionally, no excursion, trip, tour, cruise, or other venture not specifically approved in advance by the site will be promoted as a school activity. Only when those requests for school-sponsored trips are consistent with applicable laws, regulations and SIATech Academy South /school-sponsored trip policies, will they be considered for site approval.

c. No student shall be prevented from making required school-sponsored trips because of lack of sufficient funds.

d. All school-sponsored trips must meet the following criteria and procedural safeguards:

1. The trip is consistent with SIATech Academy South educational goals.
2. The trip will provide the students with unique experiences that are not available in a classroom setting.
3. The learning opportunities for pupils justify the time and expense in planning and conducting the trip.
4. The trip does not unduly distract from the students’ regular classroom responsibilities.
5. The trip is planned and coordinated by employees of the site.

6. The trip will not expose SIATech Academy South to an unreasonable degree of liability, and proper and adequate supervision of students shall be undertaken.
7. All persons making the school-sponsored trip shall be deemed to have waived all claims against SIATech Academy South, its Charter Authorizer or for injury, accident, illness, or death occurring during or by reason of the school-sponsored trip. All adults or parents of students taking school-sponsored trips shall sign a statement waiving such claims as part of the written consent process for the trip.
8. All persons driving a 10-passenger van, including the driver, for the purpose of any school-sponsored or non-sponsored trip shall be required to possess a valid driver's license-valid for driving that type of vehicle.
9. Parents shall be required to sign a trip permission form and include all medical needs of the student on the form, prior to the student being allowed to participate in the trip. Student shall be held responsible for completion of such forms if he/she is an adult.
10. Site personnel are responsible for the supervision of adult volunteers during the course of any field trip or excursion. Appropriate behavior by these volunteers is the responsibility of the site employees who have planned and supervise the trip.
11. Students on approved, sponsored trips are under the jurisdiction of the Board and subject to school rules and regulations.
12. While conducting school-sponsored trips, the teacher, employee or agent of SIATech Academy South shall have the school's first aid kit in his/her possession or immediately available.
13. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
14. Non-staff adult chaperones on overnight or out-of-county trips shall be fingerprinted and cleared prior to the trip.

e. School-sponsored trip approval process:

1. Staff planning a school-sponsored trip shall make the request in writing to the site administrator at least four (4) weeks prior to the date of the trip (Form F100). No distribution of materials or fund-raising activities may be conducted prior to receiving the site administrator's permission.
2. The site administrator shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the site administrator should state the reasons. Included, as a requirement for the site approval is the submission of a supervision safety plan.
3. Signed adult student/parent/guardian permission forms must be on file prior to the scheduled activity or trip (Form F200).
4. Site administrators may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
5. Prior approval by the Board is required for all overnight trips or out of county trips.
6. Use of private transportation for transporting students shall be allowed only after all of the following conditions are met.
  - A). A liability insurance form must be completed by each driver (Form F300) and submitted to the site administrator for approval.

- B). Students shall *not* be authorized to transport other students except siblings with parental permission.
- C). Responsible SIATech Academy South employees must take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used.

## **II. Non-school Sponsored or Private Activities**

Non-school sponsored or private activities are identified according to the following criteria:

1. Initiated for personal reasons
2. Privately promoted and supervised
3. Privately funded
4. Employee not paid by school for partaking in the event
5. Transportation by personal, non-school vehicle
6. May be sponsored by private groups
7. School forms not used
8. Occurs on non-school days or not during school day (excluding after school)
9. Unrelated to curricular requirements in spite of potential educational benefit

Some examples of activities not sponsored by the school are evening, weekend, holiday, or summer trips taken by teachers for educational, cultural, or other purposes. These may include but not be limited to hiking, bicycling, water expeditions, and similar excursions.

Promoters of private activities shall not utilize school or district staff or resources to further their interests or to carry out their business. Use of school names, logos, or mascots by unauthorized individuals or groups is prohibited.

Student participation in non-sponsored activities is voluntary and non-participation shall not result in any academic penalties.

### **B. High Risk Activities**

High-risk activities may be allowed at the school's discretion, but only if appropriate safety precautions are taken and if parents and students sign the risk disclosure form entitled "*Assumption of Potential Risk and Release of Liability for Voluntary Activity*" (Form F400). Examples of high risk activities include football, basketball, baseball, gymnastics, softball, soccer, racquetball, lacrosse, rugby, beach activities, swimming, ocean surfing, snorkeling, diving, scuba diving, water polo, water skiing, water (slides) theme parks, archery, martial arts (only non-contact is allowed), snow skiing, snow boarding, skating (allowed only in public roller or ice rinks), skateboarding, marathons, wrestling, climbing walls, ropes courses, rock climbing, dodge ball, cheerleading, hiking, cross-country running, bicycling, hockey (roller or ice), go-carts, rocketry, dunk tanks, carnivals with powered rides, and visiting pet zoos.

### **C. Prohibited Activities**

Due to safety risks and for liability issues, these are activities that the school shall not sponsor or promote unless there has been prior approval for the specific event by the Board or Superintendent/CEO. Individuals who wish to pursue these must do so on a private basis. Examples include, but are not limited to: acrobatics, trampoline or inflatable ride use, balloon riding, riding in private aircraft, paragliding, live-animal riding, mechanical bulls, boxing, contact martial arts, bungee jumping, darts and dart games, use of water/squirt guns, knife throwing, firearms practice, jet skiing, use of private watercraft such as boats or rafts, mountain climbing, paintball or laser wars, hypnotism, rodeo, long-distance/overnight bicycle trips, auto and motorcycle clubs, and racing of any type of wheeled device or vehicle, except when a part of an approved instructional activity.

**D. Guidelines for School-Sponsored Field Trips and Activities**

A SIATech Academy South school employee must be present to supervise school-sponsored activities, including study trips and excursions.

An adult-to-student supervision ratio must be observed that is appropriate for the type of activity and age/skill level of the participants.

Student travel on field trips is voluntary, subject to written approval by parents. Students or parents who decline to participate shall be offered suitable alternate arrangements.

SIATech Academy South standards of conduct shall be enforced for all participants. Students should be reminded that inappropriate behaviors will not be tolerated, such as horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, unwanted sexual advances, inappropriate touching of others, name-calling, vandalism, hate behavior, profanity, viewing of pornographic material, and use of alcohol or controlled substances.

A school employee, an administrator or designee, should be designated as the emergency contact for the group. This emergency contact is to take action if the travel party does not return on time. That individual must have a copy of the itinerary and a list of attendees.

For trips lasting several hours or more, participants should consider bringing food and drinking water along, and a first aid kit as well. If a cellular telephone is available, it can be used to summon help in an emergency. If a cell phone is to be used during transit, the vehicle should be stopped before using the phone.

If medication administration is required while on a field trip, appropriate guidelines shall be followed.

Injuries or unusual incidents shall be documented in writing, and witness statements and photographs of the accident scene (if a camera is available) should be obtained. If a police report is taken, obtain the officer's name, badge number and case number. The appropriate school site emergency contact must also be called.

Consideration shall be given to the safest mode of transport and the safest routes of travel. If advice is needed on the selection of carriers or vehicle types, contact the site administrator.

When traveling by van, do not exceed the legal occupancy limit, which is ten (10) persons including the driver. Seat belts must be used at all times while traveling.

Air travel shall be provided only by scheduled commercial air carriers or on aircraft owned and operated by the state or federal government. Travel by watercraft shall be provided only by commercial charter or scheduled carriers or on vessels owned and operated by the state or federal government. Special permission must be received from the Board or Superintendent/CEO for air or water transport arrangements that do not comply with the aforementioned criteria.

**E. Forms**

***F100 – Trip Authorization and Transportation Request*** – Submitted by originator to site administrator at least twenty (20) working days prior to trip date. For trips outside of the County or for overnight trips, the request must be submitted in time for Board approval.

***F200 - Parent (or Adult Student) Permission for Activity*** – Must be signed by parents (or students if they are adults) before field trips. For convenience, a single form may be used for all activities occurring during a school term if a detailed listing thereof is attached. Parents shall have the opportunity to approve or disapprove individual activities on the list.

***F300 – Driver’s Permission for Use of Private Vehicle to Transport Students*** – This is to be completed by parents or other trusted adults who use their private vehicle to transport students other than their own children. Proof of insurance and a current, non-restricted valid driver’s license is required.

***F400 – Assumption of Potential Risk and Release of Liability Agreement for Voluntary Activity*** – Shall be signed by parents and students who choose to participate in high-risk school-sponsored field trips or activities.

**All signed forms shall be maintained by the school for at least one year following the date of the field trip.**

**DATE OF ADOPTION BY THE BOARD: October 20, 2015**