



Allegiance STEAM Academy Field Trip Policy

ASA Thrive Commitment

Allegiance STEAM Academy – Thrive (“ASA Thrive”) is dedicated to providing all students a high-quality STEAM education that includes external learning experiences during regular school days and hours. This Field Trip Policy (“Policy”) applies to all school-sponsored field trips and excursions.

Definition of Field Trips and Excursions

Field trips and excursions are school-sponsored and educationally-related trips that typically take place during regular school days and hours. These activities are designed to supplement and enrich classroom learning, helping students connect their educational experiences to the outside world while being planned to ensure student safety and compliance with legal requirements.

Monitoring and Evaluation

The Principal shall ensure the effectiveness of field trips and excursions by monitoring, evaluating, and aligning them with the educational goals and objectives of ASA Thrive. Teachers are encouraged to plan field trips and excursions with creativity and flexibility.

Planning and Approval

All field trips and excursions require prior written approval from the Principal to ensure the activity's educational objectives and relevance to the curriculum are clearly outlined, including adult-to-student ratios, itineraries, and any other logistical details. Field trips or excursions extending beyond regular school days and hours also require Board approval.

Permission Slips

Each student must have a signed permission slip to participate in a field trip or excursion, including a liability waiver releasing ASA Thrive from claims arising during or by reason of the field trip or excursion. Emergency contact and essential medical information must also be included. Copies of the permission slip will be kept with the Office Manager and the sponsoring teacher.

Supervision

The sponsoring teacher must be present to supervise the trip, and all school employees accompanying the group must have completed a certified first aid course before attending a field trip or excursion. Alcohol, tobacco, and controlled substances are strictly prohibited during the field trip or excursion.



Parent/Guardian Volunteer Participation

Parents/guardians are encouraged to volunteer for field trips and excursions when the school seeks volunteers; however, they must complete a background check and a tuberculosis screening and permission to volunteer or accompany your child on a field trip is in the discretion of ASA Thrive, e.g. based on factors such as available space, number of students attending, type of field trip or excursion, etc. Parents/guardians volunteering for field trips and excursions will receive training on their supervisory responsibilities and emergency procedures by the sponsoring teacher before the trip.

Transportation

Only school-approved transportation is permissible during field trips and excursions to ensure student safety.

No Fees for Field Trips

In accordance with Education Code § 49011, no student shall be required to pay a fee to participate in an educational activity, including participation in a field trip or excursion, and all supplies, materials, and equipment necessary to participate in a field trip or excursion shall be provided to students free of charge. ASA Thrive may solicit voluntary donations or encourage voluntary participation in school-sponsored fundraising activities to help cover the costs of field trips or excursions, but ASA Thrive shall not discriminate against a student, such as removing a student from participating in or receiving credit for a field trip or excursion, because the student or the student's parents/guardians did not or will not voluntarily provide money or donations to the school.

Legal and Safety Compliance

This Policy is in accordance with the California Education Code and other applicable laws, focusing on safety, legal compliance, and the educational benefits to students.