

Naatsis'Aan Community School, Inc.

Field Trip & Fund-Raising Policy



Approved: July 22, 2026

FIELD TRIP & FUNDRAISING POLICY

A. **Mission Statement:**

All field trips will be a supplemental activity to enhance and enlighten students' learning of state standards related to concepts.

B. **Definition:**

An educational field study is recognized as an extension of the school curriculum or an enrichment experience that occurs outside the regular school environment. An extracurricular field study is any activity not directly related to the school curriculum, or is not an enrichment experience, but is a school-sponsored activity.

C. **Application:**

This policy shall apply to all educational and extracurricular field studies, except for those involving activities sanctioned by Naatsis'Aan Community School, which, unless otherwise specifically noted, shall only be regulated by this policy. Such activities shall also be conducted under the rules adopted by the NCS Governing Board.

D. **Student Eligibility for Field Trips.** Students must have good academic standards to be eligible for participation in sports, field trips, and any activities. Refer to Parent/Student Handbook: Article XV. Code of Conduct/Discipline/Consequences, And Article XVI. Levels of Misconduct and Consequences.

* Students enrolled after December 31 will not be eligible for field trips.

* **Student must not have more than three (3) minor behavior incidents for all grades. If a student has one (1) sever incident, he/she will not be eligible.**

* **Student must not miss no more than ten (10) unexcused absences.**

* **Student must not have more than ten (10) excused absence for clinic/dental visits. Schedule all health care visits after 3:00 PM.**

E. **Type of Student Fields/Studies and Sports/Club participation:** Naatsis'Aan Community School will support team competition for athletic sports seasonally, club competition and recognition, and quarterly incentive student field trips and studies throughout the academic school year. The type of designated field trips will be as follows:

1. **Competitive Sports Trips:** Competitive sports trips for cross country, volleyball, varsity, and JV girls' and boys' basketball, and the chess club. Each sports schedule will be reviewed by the Athletic Director, coaches, and principal to determine the number of away and home games and closely assess those tournaments that will be selected as weekend sports activities before the season. Such arrangements will be supported by coaches, student-athletes, and parents to register adequate participation to gauge individual and team success for each sport. All state finals and final competitions will be planned properly by coaches, students, parents, and principals objectively.

2. **Educational Competitive Cultural Trips:** Competitive cultural and performing arts activities for group and individual participation, for individual and group competition on song and dance presentation, multiple native artistic song and dance categories, and Dine song and dance competition and presentation. Regional competition will be emphasized for adequate participation throughout the school year. Such activities will include Dine song and dance competitions, multiple plain Indian song and dance competitions, and designated traditional and modernistic presentations to attain multiple levels of skills in artistic expression, confidence, self-confidence, positive self-esteem, and pride for traditional Dine culture activities. At the same time, regional pow-wows and gatherings will be encouraged for individual and group participation. However, any nonobjective presentations, such as large pow-wows and gatherings out of state or region, will be guarded closely by all sponsors, students, and parents since such an outing is the responsibility of parents.

- 3. Educational field trips for multiple grades:** No grade will be isolated individually, since group clustering will be recommended for all grades. Teachers will be permitted to plan and prioritize designated field trips/studies during the school year and not register valid field trips/studies at the end of a regular school year. Thereby, educational field trips/studies will be implemented during the first three quarters. These educational field trips will require certified personnel. Educational trips will be one to three days, provided sufficient funding is available. Each class will continue to fundraise, but the level of fundraising will be gauged according to designation points, activities, and time outings for each designated trip. Any additional activities not associated with the educational purpose of the intended trip must be fundraised (bowling, movies, entertainment, theme park admissions, etc.). ISEP funds may match funds.

Students will be released during the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or faculty in charge of the trip. Parent chaperones are required to remain with the class throughout the trip, including riding on the bus, eating with the students, and communicating with the teacher(s).

On the bus, adults must be dispersed among the students to provide adequate supervision. At least one adult should be situated in the front, one in the middle, and one in the back of the bus. The bus driver and/or sponsor will create the seating chart. All students and adults will be given an assigned seat before travel begins. The assigned seat is in effect for the entire trip.

Overnight trips require the use of a Student Field Trip packet and approval from the government. Board. The school sponsor(s) have the FULL responsibility of ensuring that all forms are submitted, and all policies are followed through with. Parent and committee sponsors should not, at any time, have the sole responsibility of making all decisions. Due to safety/liability issues, the student's age will be considered. The procurement process will require three (3) signatures. The Requesting Sponsor, Business Manager, and Principal are required for approval. If any of these required signatures are not obtained, the field trip will not take place.

Staff sponsor(s) are expected to coordinate financial details with the Business Manager after they have made the tentative arrangements. Parent sponsors/representatives may assist in obtaining the following information:

- Vendor Name
- Address
- Phone number
- Email Address
- Estimated costs, including gratuities, meals, admissions, and any other expenses per student.

4. End of Year Incentive Field Trips:

- Kindergarten - 7th Field trip will fundraise for their annual field trip. Each class will continue to fundraise throughout the school year. But the level of fundraising will be gauged according to designation points, activities, and time outings for each designated trip. First grade through 7th grade may have an overnight stay pending fundraising and chaperone availability. **Grade will fundraise for their annual field trip. Each class will continue to fundraise, but the level of fundraising will be gauged according to designation points, activities, and time outings for each designated trip.**
- 8th grade Field Trip: The 8th grade classes will fundraise for their annual field trip. The 8th grade class will continue to fundraise, but the level of fundraising will be gauged according to designation points, activities, and time outings for each designated trips.

5. Summer School Field Trips should be education and one day.

6. **Designated Bilingual/Culture and SPED field trips:** Appropriate fundraising will be implemented by the SPED programs to meet prescribed IEP goals and other pertinent needs for special students objectively.
7. **Residential student field trips/studies:** The Residential Program will align with the educational and incentive field trips/studies throughout the school year.

F. Administration Approval:

1. Any plans for proposed field trips shall be tentative until proper preliminary plans are disclosed and shared with the principal or designee early in the school year.
2. Before approving an educational or extracurricular field trip/study, the principal or designee shall evaluate the educational benefits for the students and any relevant health and safety factors.
3. Requests must be submitted to the principal by the field trip/study sponsor for approval at least three (3) months before the intended date of the trip. The principal shall have the authority to waive requirements where transportation will not be required from the school transportation services department. All requests must include the following information:
 - a. Purpose of the field trip/study
 - b. Applicable field trip goal
 - c. Statement ensuring that all eligible students have been allowed to participate.
 - d. Itinerary of field trip/study
 - e. Expenditure sheet for lodging, meals, fees, etc
 - f. Number of participants with adequate chaperones
 - g. Transportation is to be utilized
 - h. Sponsor and chaperones list
 - i. Parental participation with proper background checks
 - j. Any sensitive cultural exposure for students
 - k. Any safety clearance with water, height, or course activities
 - l. Arrangements for students being left behind with lesson plans.

G. Governing School Board Approval: All field studies planned to take place outside Naatsis' Aan Community School must be recommended by the principal and approved by the NCS Governing School Board. The request for approval must be submitted to the school board for consideration before the intended date of departure with the applicable requirements above (See Administrative Approval, Section B. 1 through 7).

H. Parental Approval: Before participation in any field trip/study, teachers must acquire and submit a signed parental permission form for each student, as well as any emergency information and any necessary emergency plan of care. Permission slips may be distributed following board approval.

I. Proper Background Checks: Proper background clearance must be obtained for any parent(s) or guardian(s) to chaperone any designated field trip/studies during the academic school year.

J. Guidelines on Length of Stay:

Kindergarten - 4th - One to three days/nights, travel not to exceed six hours a day with a break every two hours. Adult to adult-to-student ratio will not exceed five students for each adult. Kindergartens are not eligible for overnight field trips.

5th - 8th Grade - One to five days/nights, travel not to exceed six hours a day with a break every three hours. Adult to adult-to-student ratio will not exceed seven students for each adult.

Dorm Field Trip - One to three (3) days/nights travel time not to exceed 4 hours one way with breaks scheduled every hour. Adult to adult-to-student ratio will not exceed five students to one adult.

Ratio: Kdg. - 4th: 5 to 1
5th - 8th: 7 to 1

Special Field Trips (SPED / Bilingual/Culture):

1. **Two-day** trip, one-night stay. Travel time is not to exceed 4 hours one way, with breaks scheduled every hour. Adult to adult-to-student ratio will not exceed five students to one adult. Ratio:

Kdg. - 4th: 5 to 1
5th - 8th: 7 to 1

2. **Three-day** trip, two-night stay. Travel time is not to exceed 6 hours a day, with breaks scheduled every two hours. Adult to adult-to-student ratio will not exceed seven students for each adult. Ratio:

Kdg. - 4th: 5 to 1
5th - 8th: 7 to 1

K. Timeline for Requesting a Field Trip: All grades (K-8th) may begin planning and fundraising early in the school year for designated field trips/studies with students, parents, and the principal.

Day Trip – One month ahead of the planned trip (minimum amount of time). Principal approval is required.

Overnight Trip – 3 months ahead of the planned trip (minimum amount of time). Principal and Governing Board approval is required.

Overnight field trips should be planned for three (3) months since they must be approved by the School Board. Request packets, with all supporting documents, for field trips must be available at the time of the monthly board meeting and must be on the agenda. Last-minute requests will not be granted.

Field Trip requests include:

- Field Trip Request Form
- Food Request (including snacks)
- Itinerary
- Assigned Room List (4th – 8th)
- Class Roster: must include student names, ages, parent/guardian names, home address, parent emergency contact number, date of birth, a sample of the parent permission form for each student for each specific trip, and the signature of the staff sponsor.
- Chaperone List

When planning a field trip, the following need to be taken into consideration:

- Ages of students
- Distance of travel
- Duration/Time for the activity

L. Designated Field Trips/Studies:

August – December - Staff meets with parents to present their ideas of goals and objectives.

A. Inform the principal, business office, and transportation of field trips/studies and destinations for the cluster of classes.

- B. Principal recommendations and the Governing Board's approval of the completed field trip packet for each class.
- C. Provide a summative field trip/study report to the Governing Board.

M. Teacher Preparation

Student safety will be a primary consideration.

1. Teachers/Sponsors will plan for their grade level for any standard-based educational field trip. They will make all lesson plans, activities, and arrangements, and contact necessary vendors for the trip.
2. Teachers/Sponsors will review the educational value of the trip with the Principal and receive the Principal's approval before making arrangements. The field trip will be approved before plans are made with the Principal.
3. A resolution of the field trip will be presented for approval to the Governing Board. Attached will be the Field Trip Packet. *See Exhibit "A".*
4. In the event of an emergency, the teacher is responsible for notifying the Principal or designee by telephone as soon as possible. Incident reporting forms and procedures will be required for each trip.
5. Teachers/Sponsors will provide the parents and guardians with information concerning the purpose and destination of the trip, date and time of departure, estimated time of return, and detailed itinerary when the field trip will extend beyond the regular school day.
6. Teachers/Sponsors will review acceptable standards of conduct with students in advance of the trip. The teacher has primary responsibility for the conduct of students and may recommend that a student be excluded from the trip. Those students who cannot be self-controlled or teacher-controlled may be excluded from field trips.
7. The teacher will be responsible for providing proper arrangements and an appropriate educational experience and supervising students who are left behind.
8. Teachers/Sponsors must provide the bus driver and the front office with an itinerary, emergency contacts, and a map with directions before departure.

N. Chaperones: Ratio: Kdg. – 4th Grade: 5 to 1
5th - 8th Grade: 7 to 1

1. Parent volunteers shall be considered first for seeking chaperones for class field trips. That includes employees who are parents/guardians.
2. Should the chaperone be a staff member at NCS, the staff will be required to take leave when chaperoning a class field trip. Unless the staff member is the class or activity sponsor or has been assigned by the principal.
3. Chaperones may not stay in the same motel/hotel room as the student(s) unless the student(s) are their child/children or a child/children for whom they have guardianship.
4. All cell phones and electronic devices will be collected by the chaperones at 9:00 PM before bedtime.
5. All rooms will be secured by the chaperones.

O. Notification of Field Trips (Teachers and Parents)

1. Accommodations for overnight trips will prioritize student safety and security at all times. Any risk activities will be guarded by teachers and will be at the parents' discretion and approved for each designated field trip/study. Whether the child goes on the field trip will be up to the discretion of the parent.
2. Authorized parental permission is required for student participation in the field trip/study, including walking or bicycling excursions. Swimming or course activities must be screened and approved only if a certified lifeguard is on duty. Students shall not be permitted to leave the field trip outing during the trip unless they are released to their parents.
3. School sponsor(s) are responsible for communicating trip details to parents/guardians. This

communication will include a permission slip with specific details such as departure/return times, location, date, and whether spending money is needed. All students must have a signed permission slip on file to attend the trip. If no signed permission form is on file at the time of departure, the student will be taken home. Copies of the originally signed permission slips are to be left in the main office for reference.

4. Parents will provide emergency contact numbers and medical insurance carrier names and policy numbers with an "umbrella" policy in the event of an emergency.
5. Student attendance, behavior, and disciplinary violations will not allow students to participate in school field trips.
6. Unscheduled stops are not permitted on any trip. Restrooms and meal stops will be considered when trips are planned.

P. Field Trip Vehicle and Usage.

1. GSA School Bus and School-Owned Bus: Naatsis'Aan Community leased, and the school-owned school bus will be used to transport students to a function or scheduled activities for designated grade levels. All long-distance trips will use the school bus for safety elements and safety.

- School buses of the appropriate size will be used on all school-sponsored activity trips.
- At no time will a bus be overloaded. The school bus's maximum capacity will be determined by the trip driver, who will take into account the age and size of passengers.

2. Commercial carriers may be used for certain trips: Common carriers, including private bus companies, may be used to transport students. Only pre-qualified bus companies shall be used for such purposes.
3. Tail Vehicles: GSA fleet vehicles will be assigned when deemed.
4. Downtime: Adequate downtime will be provided for designated bus drivers according to specified regulations and requirements.
5. Vehicle Issues and Maintenance: Proper maintenance is required at all times to alleviate any breakdowns for scheduled field trips, which will be reported immediately.
6. Safety: Student and personnel safety will be prioritized at all times.

NOTE: The school's liability ends after the student exits the bus.

Q. Fund Raising and Finances:

1. Whenever there is a fundraising activity, **two designated people will fill out a deposit slip with signatures** and deposit money to designated personnel for record-keeping. *See exhibit "B."* Cash boxes and/or money from fundraisers must be turned in the morning following the activity, no later than noon. If an activity falls on a Friday or weekend, the money must be turned in the following Monday morning.
2. All the participating classes, groups, or school clubs that are fundraising. All proceeds will go to the participating class fund.
 - a. **Donations** - Accounted for and recorded with designated personnel. All proceeds will be used only for students' travel (meals, lodging, and applicable fees) expenses. Donations will not receive matching funds.
 - b. **School Budget** - The applicable and appropriate budget line items will cover staff travel (meals, lodging, and applicable fees) expenses.
 - c. **Fundraising** - All proceeds may cover student and parent volunteer travel (meals, lodging, and applicable fees) expenses. Any money left over from the field trips will be rolled over to the next school year for that particular grade. Students will not be allowed to purchase food items being

sold during lunch hour or school hours. Only staff or parents will be allowed to purchase food items being sold during lunch or school hours. No open fire inside any building or classroom.

- d. Fundraising can be conducted from the classroom after school with approval by the Student Council and Principal. Items such as candy, chips, food sales, and school supplies can be sold. All proceeds will go to the individual grade-level class budget.

October - Halloween Carnival

December - Winter Carnival

Spring - Spring Carnival

**** Any outside vendor selling at school-sponsored fundraising events shall be charged a booth set-up fee. The fee will be decided by the Student Council at their first meeting ****

R. Emergency Situation

1. Comply with the safety standards immediately. The headteacher will promptly notify the principal or designee and the Transportation Department.
2. Approved field trips/studies will be canceled if there is a directive to cancel all scheduled field trips and travels (COVID-19, hand, foot, and mouth disease, swine flu, infectious diseases, etc.).

S. Penalties:

Staff who do not adhere to the Field Trip & Fund-Raising Policy may be reprimanded, and results will be reflected in their performance evaluation. Refer to Personnel Policies and Procedures.

- T. Violation of Rules, Accident or Illness and Suspension of Trips for Individual Students:** If a student becomes ill or is involved in an incident, violating the rules of the trip, they will be dealt with on a case-by-case basis, whether the child should continue with the trip or have the parent pick up their child on location.

U. School Credit Card

When a school credit card is used, admission fees are paid for students, staff, chaperones, and student meals. However, staff members and chaperones are required to purchase their meals. If the school has provided sack lunches, the staff members may consume those meals free of charge. NO parent sponsor(s) or representative(s) will be given the school-issued credit card or allowed to make purchases with it. These are the sole responsibility of the staff sponsor(s), Business Technician, or another designee.