

**NAASTSIS'AAN COMMUNITY  
SCHOOL, INC**

# **Field Trip & Fund Raising Policy**

**2022/2023**

Approved: 11/21/22

## **FIELD TRIP & FUND RAISING POLICY 2022-2023**

### **A. Mission Statement:**

All fieldtrips will be a supplemental activity to enhance and enlighten student - learning state standards related to concepts.

### **B. Definition:**

An educational field study is recognized as an extension of the school curriculum or an enrichment experience which 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 which is a school sponsored activity.

### **C. Application:**

This policy shall apply to all educational extracurricular field study, 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 pursuant to the rules adopted by the NCS Governing Board.

### **D. 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 sport schedule will be reviewed by the Athletic Director, coaches, and principal to determine numbers of away and home games and assess closely those tournaments that will be selected as weekend sport activities prior to the season. Such arrangement 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 competition will be planned in advanced properly by coaches, students, parents, and principal objectively.
- 2. 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 competition, multiple plain's Indian song and dance competition, and designated traditional and modernistic presentation 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 outing is the responsibility of parents.

3. **Educational and Incentive 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 and incentive field trips/studies will be implemented during the first three quarters objectively. These incentive and educational field trip will require certified personnel. Educational and incentive trips will be implemented on total number of days if there is sufficient funding by designated classes. Each class will continue to fund raise but the level of fundraising will be gauged according to designation points, activities and time outing for each designated trip.
4. **8<sup>th</sup> Grade Field Trip:** The 8<sup>th</sup> grade class will solicit sufficient fundraising for their annual field trip. All other classes modify their annual field trips under the educational and incentive classification of student field trips/studies objectively.
5. **Designated Bilingual/Culture, GATE & SPED field trips:** Appropriate fundraising will be implemented by the GATE and SPED programs to meet prescribed IEP goals and other pertinent needs for special students objectively.
6. **Residential student field trips/studies:** The Residential Program will align with the educational and incentive field trips/studies throughout the school year objectively.

**E. 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 granting approval of 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 20 working days prior to the intended date of the trip. The principal shall have the authority to waive requirement 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 given an opportunity to participate
  - d. Itinerary of field trip/study
  - e. Expend sheet for lodging, meals, fees, etc
  - f. Number of participants with adequate chaperones
  - g. Transportation 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. Arrangement for students being left behind with lessons plans.

**F. 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 prior to the intended date of departure with the applicable requirements above (See Administrative Approval, Section B. 1 through 7).

**G. Parental Approval:** Prior to 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.

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

**I. Guidelines on Length of Stay:**

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

**Dorm Field Trip -** One to five days/nights Travel time not to exceed 4 hours one way with breaks schedule every hour. Adult to student ratio will not exceed five students to one adult.

**Special Field Trips (GATE/SPED / Bilingual/Culture):**

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

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

**J. Preparation Timeline:** All grades (K-8<sup>th</sup>) may begin planning and fund raising early in the school year for designated field trips/studies with students, parents, and principal.

**K. Designated Field Trips/Studies:**

**August - March -** Staff meet with parents to present their ideas of goals and objectives.

- A. Inform principal, business office and transportation on field trips/studies and destination for cluster of classes.
- B. Principal recommendations and Governing Board's approval on completed field trip packet for each class.
- C. Provide a summative field trip/study report to the Governing Board.

**L. Teacher Preparation**

Student safety will be a primary consideration.

1. Teachers / Sponsors will plan for their grade level for any standard based educational fieldtrip. They will make all lesson plans, activities, arrangements, and contacts necessary for the trip.
2. Teachers / Sponsors will review the educational value of the trip with the Principal and receive the Principal's approval prior to making arrangements. The fieldtrip will be approved before plans are made with the Principal.
3. A resolution of the fieldtrip will be presented for approval to the Governing Board. Attached will include the Field Trip Packet. *See exhibit "A"*.
4. In the event of the emergency situation, the teacher is responsible for notifying the Principal or designee by telephone as soon as possible. Incident reporting forms and procedure 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 recommend for a student off the trip. Those students who cannot be self-controlled or teacher- controlled may be excluded from field trips.
7. The teacher will be responsible to provide proper lesson plans and arrange an appropriate educational experience and supervision of students being left behind.
8. Teacher/Sponsors must provide the bus driver and the front office an itinerary, emergency contacts and a map with direction before departure.

**M. Chaperones: Ratio: Kind – 8<sup>th</sup> Grade: 5 to 1**

1. Parent volunteers shall be considered first for seeking chaperones for class field trips. That includes employees that re 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 have been assigned by principal.
3. Chaperones may not stay in the same motel/hotel room as the student(s) unless the student(s) are their own child/children or a child/children for which they have guardianship of.
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 parent's discretion and approved for each designated field trip/study. Whether the child goes on the fieldtrip 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 parents.
3. Parents will provide emergency contact numbers and medical insurance carrier names and policy number with "umbrella" policy in event of an emergency.
4. Students attendance, behavior, and disciplinary violations will not allow students to participate on school field trips.

**P. Transportation:**

1. GSA School Bus and School Owned Bus: Naatsis'Aan Community leased, and 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.
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. Down time: Adequate down time 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 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 fund raising 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 fund raisings must be turned in the morning following the activity no later than 12:00 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, group, or school clubs that are fundraising will conduct a monthly activity night. All proceeds will go to the participating class fund.
  - a. **Donations** - Accounted for and recorded with designated personnel. All proceeds will be use 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. **Fund Raising** - All proceeds may cover students and parent volunteer travel (meals, lodging and applicable fees) expense. 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. The school may contribute toward a class/club field trip. The amount of funds the class/club has raised through fundraising will be matched by the school at twenty five percent (25%). The class and/or club must visit an emergency response facility, such as a police station, fire station, detention center, or other provider of emergency services as the matching percent will be allocated from the Safe & Drug Free Funds. All receipts and documents of such visit must be turned in upon completion of the fieldtrip. There's no Drug Free funding for the school year.
  - e. Fundraising can be conducted from the classroom after school with approval by Student Council and Principal. Item 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 Event** - Spring Bazaar

**\*\* Any outside vendor selling at a 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. Teachers and bus drivers will promptly notify the Principal and the Transportation Department.
2. Approved field trips/studies will be cancelled if there is a directive to cancel all scheduled field trips and travels (swine flu, etc).

**S. Penalties:**

Staffs that do not adhere to the Field Trip & Fund Raising Policy may be reprimanded and results will be reflected in their performance evaluation.