

Paramount Academy Field Trip Policies & Procedures

General Information

Educational field trips may be used by Paramount Academy teachers to provide a variety of experience that will enhance each student's educational opportunities. All field trips will have a direct correlation with the subject area taught by the teachers and evaluated by the Site Director at the conclusion of the trip. The teacher is responsible for planning specific activities the student can participate in. This manual has been developed to assist teachers, parents and students in the proper etiquette for field trips.

Field Trip Rules and Regulations

1. All chaperones, pursuant to state fingerprint requirements, are required to obtain fingerprint clearance through the Arizona Department of Public Safety and have an official record of this on file with Paramount Academy prior to being authorized to chaperone on any field trip.
2. Travel will begin and end at Paramount Academy and students will not be picked up or dropped off at any other location than that permitted by the administration.
3. Travel is only permitted to those places and areas designated on the bus requisition form approved by administration.
4. Only those students who are members of the class or group, their teachers and chaperones are permitted to travel on the school bus.
5. Teachers and chaperones are responsible for maintaining student conduct during field trips. Students are expected to conduct themselves in an appropriate manner while on the field trip. If a student does not act in an appropriate manner or is disruptive, the chaperone is to contact the teacher/sponsor immediately and appropriate disciplinary measures will be implemented.
6. For safety purposes, Paramount Academy recommends that parents bring a cell phone while chaperoning a field trip. (Note: Not having a cell phone will not exclude you from qualifying to chaperone.)
7. All chaperones will be required to wear a Paramount Academy identification badge.
8. All chaperones are requested to help teachers enforce all bus safety and etiquette requirements.
9. Due to the new A.R.S. statutes, and fingerprint compliance laws, under no circumstances may an unauthorized person accompany students or chaperones on a Paramount Academy field trip. Chaperone authorization is at the discretion of Paramount Academy administration prior to the start of the field trip. In the event that a person arrives at a venue without authorization Paramount Academy can deny that chaperone, or person, the privilege to participate in other school sponsored activities and/or field trips.
10. Parent chaperones, who wish to take their children home after the field trip, must return to Paramount Academy in the bus, then release their children to the teacher and finally go to the office and check their child out with the office staff. Teachers can not check your child out of the school and must retain your child until they have been officially signed out through the office staff.
11. Chaperones are responsible for paying trip fees. Incidental costs (e.g. lunch, souvenirs, etc.).
12. Chaperones must be: parents, legal guardians or grandparents and twenty-one years of age or older. No additional children or siblings are allowed to attend.

Acknowledgement and Restrictions

Paramount Academy's administration appreciates the time and effort put in by all volunteers on field trips. We recognize the importance of parental involvement in your child's overall education. We believe that field trips can play a positive role in broadening the academic scope of variety of objectives and simultaneously brings these educational standards and objectives to a "real life" forum and arena.

In the event that a chaperone, or person, violates any of the expectations, rules and/or regulations, Paramount Academy can deny that chaperone, or person, the privilege to participate in other school sponsored activities and/or field trips.

This document has been developed to assist parents in planning and conducting educational field trips and travel to school-oriented activities off campus. The overall objective is to facilitate optimum learning experiences through educational field trips and school-sponsored student travel to approved activities.