

# Field Trip Activity Procedures

- Field trip listings can be found on the website at [www.dehesacharterschool.org](http://www.dehesacharterschool.org)
- DCS allows the use of student Educational Units (EUs) for activity admission to organized fieldtrips. If you need to cancel after a request has been processed, please understand that the student will still be charged the EUs for the fieldtrip and any money paid for family members will not be refunded. Payment is NON-REFUNDABLE.  
(Most of these trips have specific group sizes; to refund money would mean that everyone else would have to pay more).

- Arrive on time. A meeting time is posted on every trip flier.

**Cancellation Policy- Failure to show without twenty-four hour notice will result in loss of fieldtrip privileges. More than one non-emergency cancellation will result in loss of priority for future fieldtrips.**

- Please follow all rules and supervise your children. The coordinator of this activity has assured the organization of the behavior of the group. Your family's behavior may influence the availability of future trips.
  1. Always use appropriate language- No Profanity
  2. Correct dress - tummies covered, no undergarments showing, no objectionable T-shirts, closed toe shoes if necessary, etc
  3. Respectful behavior toward everyone at the field trip - tour guides, teachers, parents and students. If you are asked to remove your child from the group for disruptive behavior, please do so immediately.
  4. No weapons of any sort

**Failure to comply with any of the above will result in exclusion from future fieldtrips**

- Parents are required to attend with their child and monitor his/her behavior, or assign another adult to do so; this excludes the Dehesa Educational Facilitator that is in charge of the activity.
- Chosen fieldtrips should correspond with an area of study within the student's Personalized Learning Plan and be documented on the Student Assignment Sheet (SAS). Pre and/or post trip activities will be provided by the school.
- **In order to request participation in a Dehesa fieldtrip the school must have your family's Waiver & Release Form on file.**

## **INCOMPLETE FORMS WILL NOT BE ACCEPTED**

This form can be found in the parent handbook and on the Dehesa website ([www.dehesacharterschool.org](http://www.dehesacharterschool.org)). The Waiver & Release Form should be submitted to your Educational Facilitator (EF).

Once the school has the Waiver & Release Form on file, you may submit a **Fieldtrip Request Form** to the Office Assistant at the address listed on the fieldtrip flier. You must submit a Fieldtrip Request Form for each trip you plan to attend through an e-mail attachment or by U.S. Mail. You will receive confirmation for your trip by e-mail (telephone calls will be made in the event that email is not available).