



## **CELT School Program Policies**

**Our goal:** To provide the highest quality educational and exploratory experience for students, through the leadership from our Education Coordinator (EC) and team of field trip leader volunteers, and collaboration with teachers.

### **Scheduling Field Trips**

Traditional field trips (the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades) are scheduled at the beginning of the school year. If a teacher or team is interested in working with CELT to create a new on- or off-site education experience, the EC will work with that teacher or team to make it happen!

### **Rescheduling Field Trips**

Each set of planned field trip dates will include a rain/snow date. If, during a week of trips, it turns out that more classes than can be accommodated on the one rain/snow date need to reschedule due to weather, a second rain/ snow date will be set in coordination with the teachers.

Field trips and rain/snow dates may be rescheduled up to 30 days in advance of the previously-planned dates, so as to allow our leader team to adjust their schedules. Requests to reschedule a trip or a rain/snow date that occur within 30 days of the pre-selected date will be granted only for an emergency event or mandatory assembly at the school that conflicts with the field trip.

### **Postponing and Cancelling Field Trips**

For weather: We will postpone field trips for unsafe weather conditions after conversation with the appropriate teacher(s); this will often correspond to days with indoor recess. Field trips will take place if it is light or drizzling rain, and students should dress accordingly.

For other reasons: Field trips may be postponed if there is an emergency event or mandatory assembly at the school that is scheduled during when the field trip would take place.

Requests to cancel field trips should be submitted at least 30 days in advance, to allow our leader team to adjust their schedules.

### **Confirmation Letters**

- 6 weeks prior: Each teacher contact (a team leader or designated teacher) whose grade is participating in a CELT field trip will receive a confirmation letter with details of the trip (time of day, location, field trip leaders, recommendations for clothing and behavior, etc.). The teacher contact will confirm with her/his team the details of the trip and respond to

the EC acknowledging receipt of the letter. Any questions about the schedule can be addressed at this time.

- 1 week prior: The teacher contact will receive a letter a week before the field trip with information about who will be leading the program and their contact information, in case last-minute communication needs to occur.

### **Recommended to Teachers**

Students should wear long pants even during mild weather to prevent tick bites, and clothes that can get dirty. Please bring nametags for your students. Please apply any sunscreen or bug spray ahead of time.

### **Year-End Letters to Students**

At the end of each school year, CELT (with the assistance of teachers) will distribute a letter to families of students who attended CELT field trips, informing families of the ways in which CELT helped students connect with Cape Elizabeth and its natural community.

### **Picture-Taking and Bringing Devices Along**

We strongly recommend that only teachers and adult chaperones have technology/devices while on field trips. Our programs are very active and hands-on; when students are carrying picture-taking devices it prevents them from engaging in those activities. If you are interested in having a separate program or field trip that incorporates student-use of technology, please let us know and we will be happy to help create that opportunity.

### **Media Release for Students**

On occasion, CELT will take pictures or video of students participating in field trips. To make sure we have the appropriate permissions for students, the EC will contact teachers 30 days ahead of a trip to find one class that is willing to be photographed. The EC, with help from the teacher, will then reach out to parents of those students to get the appropriate permissions. On the day of the trip, the teacher can point out any students who do not have permission to be photographed, and they will be excluded from photos in which they would be identifiable.