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Renaissance Public School Academy

Field Experience Handbook

2026-2027

INTRODUCTION

Field Experiences are an integral part of the learning process and key to the mission of vision of Renaissance Public School Academy. The primary mission of the Renaissance Public School Academy Transportation Department is to provide a safe and secure method of transit to field experiences for all riders. The purpose of this handbook is to provide a reference for parents, students, and staff regarding policy, procedure, and general field experience information. The policies and procedures set forth in this handbook are subject to change without notice.

GENERAL INFORMATION

For questions regarding field experiences, bus equipment, chaperone/background check requirements, or student code of conduct as outlined in this handbook please contact the school office at (989) 773-9889 to be directed to a member of the school leadership team.

Field Trip Permission Slips and Attendance: A permission slip will be required for EACH field experience throughout the school year. Students who do not return a completed permission slip prior to the day of a field experience will not be permitted to participate and will spend the day at RPSA with an alternate assignment. Field Experiences are an essential part of the learning experience at RPSA and attendance is expected following the guidelines of the school Attendance Policy. An absence from a field experience is considered a school day absence.

STUDENT CODE OF CONDUCT

Be Safe:

- Go directly to your seat as assigned by the driver or your teacher
- Sit safely with your back to the back and your bottom to the bottom of the seat.
- Keep all parts of your body inside the bus
- Stay in your seat until the bus has come to a complete stop and an adult has given directions
- Keep your voice to conversation level 2 (only a small group around you should hear you).
- Only talk with the person in your seat
- Remain with your class or group

Be Responsible:

- Clean up after yourself.
- Keep all belongings – including food and drink – in your backpack and in the seat with you.
- Eating and drinking are not allowed on the bus. Water is the only exception.
- Don't throw anything on the bus or out the window.
- Pick up anything you drop.
- Take care of the bus and each other
- Listen and follow instructions from adults

Be Kind:

- Listen to and be respectful to the bus driver and adults on board
- Allow for personal space, and keep your body to yourself.
- Respect the property of others.
- Stay positive towards others and the experience

Work Hard

- Encourage others to follow bus expectations
- Be helpful - if you notice a need, help take care of it or alert an adult
- Give your best effort
- Be willing to try new activities

DISCIPLINE POLICY

Field experiences and the school bus are considered extensions of the classroom. The same Student Code of Conduct applies. The bus driver and staff on board are not only responsible for the bus, but are also responsible for managing the conduct of the students on the bus while in transit. All students must follow the instructions given by the driver and staff on board. If a staff member has discipline issues with a student on the bus, a High Five Report will be written, and progressive steps will be followed:

- 1st Offense: Verbal warning from staff, communication with parents.
- 2nd Offense: Restorative Discipline (ie: apology letter to bus driver/classmates, helping clean up the bus, alternate assignment, etc.) and phone call to parents by the teacher.
- 3rd Offense: Referral to School Administrator, disciplinary action, and parent contact. *This could result in suspension from field experiences for the rest of the school year.*

The above policy does not apply, however, when the offense is of a more serious nature such as: fighting on the bus; abusive behavior; use of alcohol, drugs, tobacco or vaping; opening the back safety door; malicious destruction of property; extreme disrespect to school staff or field experience personnel, etc.

VOLUNTEER AND CHAPERONE EXPECTATIONS

Teachers often ask for volunteers to help out during these trips as chaperones, but siblings do not attend. Volunteers need to submit a background check request form and a copy of their driver's license no later than one week prior to the trip in order to volunteer for field trips. Volunteers will be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to this type of volunteer assignment. Any person with a criminal history including any felony charges and/or misdemeanor charges involving physical violence, assault, or crimes involving children will not qualify for volunteer status. Those with misdemeanor charges not of a violent nature and older than 10 years may be considered for volunteer services at the discretion of school administration.

Chaperones play an important role in helping ensure that field trips are safe, positive, and enjoyable experiences for all students. Chaperones are expected to attend **without siblings or other children** so their full attention can remain on the students assigned to their care. Throughout the trip, chaperones should maintain a positive and supportive attitude, model respectful and appropriate behavior, and help reinforce school expectations. Chaperones are

encouraged to actively engage with students, participate in activities, listen attentively during presentations, and demonstrate enthusiasm for the learning experience. By setting a positive example and remaining attentive and involved, chaperones help make field trips meaningful and successful for everyone. All chaperones volunteering for a trip should be prepared to provide their own transportation to and from the field experience if needed.

Please review the safety, behavior, and discipline policies with your child/ren. Their safety on field experiences is of utmost importance to us.