

## Logos Public Charter School Field Trip Policy

Field trips enrich students' learning experiences. They help students learn about local businesses and organizations in their community, offer a "how things work" experience, and teach about history, the arts, science, culture and more. Field trips are also a great way to get acquainted with other Logos families.

- I. This Field Trip Policy complies with the Logos Board Policies; it does not replace any part of it. If any doubt or question arises, the Board Policy supersedes all other policies.
- II. Field trips are organized for Logos students only. *Generally*, parents drive students to and from the field trip site and remain with them for the duration of the trip. This is determined on an individual basis as is appropriate for the student's age and activity. Some field trips will be limited in size and be age/grade specific, as dictated by the company or organization visited; at some locations it may be necessary for parents to remain outside, in a lobby area, or their vehicles due to space limitations. A minimum of one Logos staff person will be in attendance on each field trip. These guidelines are to be respected and adhered to by all. The Field Trip Coordinator can be contacted at [espires@logoscharter.com](mailto:espires@logoscharter.com).
- III. All payments must be submitted by the payment deadline. If payment is not made by this date, your spot will be forfeited. No refunds are given at any time once you have paid for this field trip. If you sign up and cannot attend, please contact the Events Coordinator as a NO SHOW status can affect your ability to attend future field trips. EUs may be used to pay for a Logos student. Payments must be paid in the Logos Business Office.
- IV. Logos Field Trip Permission Form
  - a. All Logos families will complete a Logos Field Trip Permission Form at the time of registration.
  - b. The parent understands that Logos Field Trips are voluntary.
  - c. Parents waive, on their own behalf and on behalf of their student, all claims against Logos and its representatives arising out of any injury, accident, illness or death that may occur by participating in any Logos Field Trip.
  - d. Parents understand by participating that students and parents are to abide by all the rules and regulations by Logos and the visiting organization governing their conduct during the trip. Any behavior violation of these may result in being removed from the Field Trip without financial compensation and at the parent's expense.
  - e. This document remains on file for the school calendar year and covers all Logos Field Trip Activities. It is the responsibility of the parent to keep the information updated with Logos. Participation in a field trip constitutes agreement to the terms of this policy.
- V. All participants will register for each Field Trip as announced by Logos.
- VI. Any parent that plans to carpool to any Logos Field Trip must have the driver approved prior to the event by filling out the Medford 549-C School District volunteer forms (VIM).
- VII. Logos staff is not permitted to transport any student in their vehicle at any time, with the exception of an emergency, i.e. student is attending a Logos Field Trip without a parent, becomes seriously injured or ill needing medical attention and the parent was not able to

provide care or transportation for the student. Parents are always contacted immediately upon any emergency situation.

- VIII. Protocol for Logos Career Exploration Engagements (Career Fairs, Industry Tours, Informational Interviews, Job Shadows, Field Trips)
- a. Students will dress “business professional” unless notified otherwise by Logos staff to dress “business casual.” All students must wear close-toed shoes and be well groomed.  
**For her:** nice pants, skirt or dresses with a nice top, blouse, sweater or jacket. Skirts and dresses shall not be more than 2 inches above the knee.  
**For him:** dress pants or nice khakis, a collared button down shirt or sweater, and a belt. Optional blazer or dress jacket.  
**For everyone:** Jeans, denim, leggings, T-shirts, logo’d apparel, sweatshirts or sweatpants are not acceptable. Students must wear close-toed shoes with a heel height of 2” or less.
  - b. Students will be engaged in any presentation, being attentive with eyes, ears and body language.
  - c. Students will be prepared with one to three good questions relating to the company or organization, ie how something works, how to prepare for a career in their industry, the best way to get a job there, etc.
  - d. Students will express gratitude upon leaving any engagement.
  - e. Students will follow up with a written thank you note if attending a field trip, industry tour, job shadow, or informational interview.
  - f. Questions may be emailed to Julie Niles-Fry, Director of Career Development & Marketing at [jnilesfry@logoscharter.com](mailto:jnilesfry@logoscharter.com).
- IX. Parents further understand by participation in this voluntary Logos sponsored activity, they assume all risks arising for themselves and/or children; waive and release Logos, its staff, employees, administrators, and the company, organization, or landmark/location, from any and all claims for damages or injury, known or unknown, that they may have arising from said participation.