

To: Thomas Hart Academy Parents
RE: Drivers for School Field Trips
Date: August 9, 2018
From: Selena Davis, Lischen Kerr, and Amanda Saleeby

Beginning August 2012, Thomas Hart Academy instituted a new policy concerning field trips. We are now requiring all parents or family members who drive children, other than their own, on a school sponsored field trip, to have the following documents on file with the school.

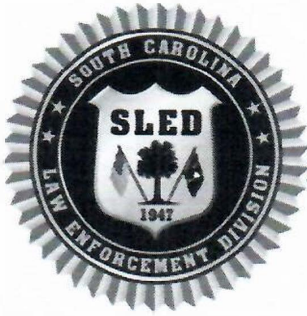
- Copy of Driver's License
- Copy of Automobile insurance card
- Record of the previous ten years of driving (signed Form MV 70)
(\$6 paid to DMV)
- Signed Child Protection Program form
- SLED background check (processed by the THA office)
- Chaperone agreement form

It is our goal to provide a safe school environment for our students, and this requirement is another step in that direction. If you wish to drive students on a class field trip, please complete attached SC Department of Motor Vehicles Form MV 70. Required fee for each driving record request is \$6.00. This may be done online by going to:

- www.scdmvonline.com
- Online Services
- Public Services
- Obtain certified driver record for 10 years.

It is your responsibility to update documents throughout the year as necessary. (i.e. expired documents, change in insurance and/or driving record, etc.)

Per our insurance this information has to be updated every year.



**South Carolina
Law Enforcement Division**

P.O. Box 21398
Columbia, South Carolina
29221-1398

Henry D. McMaster, Governor
Mark A. Kirk, Chief

Tel: (803) 737-9000

CRIMINAL RECORD CHECK

(Please print your completed form and submit to SLED. You may want to print a copy for your records.)

FULL NAME (with middle name): _____

AKA and/or MAIDEN NAMES: _____

DOB: _____ SSN: _____

(Federal law permits governmental agencies to require a social security number in order to conduct official business; however, private entities may only obtain social security numbers if given voluntarily).

(A self addressed stamped envelope is required for the return of background

CHARITABLE ORGANIZATIONS AND SCHOOL DISTRICTS ONLY

NAME OF ORGANIZATION: _____ *Thomas Hart Academy* _____

VERIFICATION NUMBER (as provided by SLED for online checks): _____ *N2926* _____

SCHOOL DISTRICTS ONLY - POSITION APPLIED FOR: _____

(A self addressed stamped envelope is required for the return of background check)

PLEASE NOTE:

The fee is twenty-five dollars (\$25) unless you are a charitable organization approved for a fee of eight dollars (\$8). A charitable organization must include its name and User ID number or the request may not be processed. Payment must be business check, certified/cashier's check or money order payable to SLED. **PERSONAL CHECKS and CASH WILL NOT BE ACCEPTED.** This report contains records of arrests and convictions made by state/local agencies in South Carolina only. Alteration of a completed criminal record check may subject a person to criminal prosecution. A completed criminal records check should not be accepted unless it bears an original SLED stamp.

****SLED RECORDS SECTION HAS BEEN CLOSED TO THE PUBLIC SINCE DECEMBER 15, 2008.***

(CJ-022) Revised 09/25/15

Annual Child Protection Program Training **Education for Volunteers at Thomas Hart Academy**

I(we) have participated in the annual review of Thomas Hart Academy's Child Protection Program. I understand and will abide by all aspects of the program designed to protect the children under my care.

Initial the following:

1st 2nd
_____ I(we) have been given a copy of Thomas Hart Academy's Child Protection Program.

_____ I(we) acknowledge that I have read and agree to abide by the Child Protection Program.

_____ I(we) understand that I am required to report any known or suspected instances of child abuse to the Headmaster of Thomas Hart Academy.

_____ I(we) understand that I am to report any accident or injuries to children to the Headmaster of Thomas Hart Academy.

_____ I (we) understand that if I am in violation of any policy established by this Program that I may be prohibited from working with children at Thomas Hart Academy.

_____ I(we) understand that I must have an annual SLED check and a driving record on file.

Signature

Signature

Printed Name

Printed Name

Date: _____

Introduction

Thomas Hart Academy strives to create a safe environment for youth, employees, and volunteers so that youth can grow, learn and have fun. Part of creating a safe environment is making sure the youth are not harmed in any way while participating in organization sponsored activities. Abuse is one risk in any organization working directly with youth. What follows is Thomas Hart Academy's procedure in guarding against abuse toward children.

Background Screenings

All volunteers at Thomas Hart Academy are required to have an annual SLED check before participating in any capacity with the students. Also, volunteers that drive on a field trip must have on file in the school office a copy of their driving record, a copy of their driver's license, and automobile insurance card.

Investigation of Volunteers

Any person who is accused or suspected of abusing a child, whether a volunteer or employee, will be suspended automatically from any further participation in any Thomas Hart Academy activities that involve children until the investigation is concluded. At the time, the results of the investigation will determine if the person can return to their prior position or not.

Observation of Children

As a general rule, activities involving children will be conducted in areas that are visible from other areas. For inside activities, doors or windows will provide a view inside the room. Two adults will supervise all student activities whenever feasible.

Parental Permission

For special events such as trips, camp, or other events outside the norm, written parental permission will be required. Without a signed form in the possession of Thomas Hart Academy, the child cannot participate in the special event.

Obligation to Report

Any person that suspects instances of child abuse must report to the Headmaster of Thomas Hart Academy. Also, any accident or injury to children while under your supervision must be reported to the Headmaster.

Disclosure of the Volunteer's Identity

The school will maintain the confidentiality of the volunteer reporting a possible case of abuse.

Recognizing Child Abuse and Neglect

Following are the major signs of physical, sexual, and emotional abuse and neglect. It is important that you realize that you do not have to make the determination. If you have any reason to suspect child abuse or neglect, report it to the Headmaster at Thomas Hart Academy.

Physical Abuse

Signs of Physical Abuse

Bruises, welts on face, neck, chest, back

Injuries in the shape of an object-belt, cord, iron

Unexplained burns on the palms, soles, back

Fractures that do not fit story of injury

Delay in seeking medical help

Extreme swings in child's behavior

Afraid to go home

Fearful of other adults

Frightened of parent/caregiver

Sexually transmitted infections

Refusal to take part in exercises

Poor peer relationships

Drastic change in school achievement

Runaway

Regressive behavior

Emotional Abuse

Signs of Emotional Abuse

Low self-esteem

Severe depression

Aggression

Withdrawal

Severe anxiety

Failure to learn

Neglect

Poor hygiene, body odor

Inappropriately dressed for weather

Needs medical or dental care

Left alone

Malnutrition

Constant hunger

Extreme willingness to please

Frequent absence from school

Sexual Abuse

Sign of Sexual Abuse

Pain, swelling, or itching in genital area

Bruises, bleeding, discharge in genital area

Difficulty walking or sitting or frequent urination

Stained or bloody clothing

Professionals Required to Report

Social workers

Teachers and other school personnel

Physicians and other health-care workers

Mental health professionals

Childcare providers

Law enforcement officers

Medical examiners or coroners

Chaperone Agreement Form

Field trips are a fundamental part of the educational program at THA. They are encouraged as a means of supporting the curriculum and philosophy of the school. Field trips should support and relate to activities taking place in the classroom, be educational in the broad sense of the word, or be team-building in nature. Being a chaperone is fun but it is also a responsibility. Listed below are guidelines to remember to help the teacher give your child the best experience.

- I have read all seatbelt and safety restraint guidelines listed in the Student/Parent Handbook.
- No child should be placed in the front seat during a field trip unless they meet the age, weight, and height requirements.
- All children must be buckled into a seat belt/restraint properly.
- DO NOT text, smoke tobacco, or participate in any behavior in your vehicle that is inappropriate or may place the children at risk. No profanity should be used or listened to on the radio. All movies and music should be age appropriate.
- You must stay with your assigned group at all times, including supervising trips to the restroom.
- Follow the set given schedule for the field trip. No side trips.
- Be sure students follow the rules.
- All vehicles must return back to THA at the end of the field trip unless other arrangements have been made prior to the trip and agreed upon by the sponsoring teacher and/or Head of School.
- Do not leave children unattended at THA until the sponsoring teacher returns.
- Car assignments are set by the sponsoring teacher and may only be changed by that teacher.
- Electronic devices may be allowed on the trip, this is up to the discretion of the sponsoring teacher. They must be left in the vehicle during the field trip. **YOU BRING THEM AT YOUR OWN RISK!**
- The sponsoring teacher has the final say during the field trip. It is a school function and all rules, expectations and policies of Thomas Hart Academy must be followed.
- Please be respectful of the decisions and boundaries set by the teacher/s. All decisions are deemed what is best for all of the children and not just certain individuals.
- No person/persons is allowed to meet up with the field trip unless approved ahead of time. This person/s must have completed all necessary paperwork.

Final chaperone decisions may be left up to the discretion of the sponsoring teacher and/or head of school.

Please sign below stating that you have read the above guidelines and will agree to follow them if you are chaperoning a field trip at THA.

1st Parent signature _____ 2nd Parent Signature _____

Print Name _____ Print name _____

Date: _____ Childs name _____