



Long Valley Charter School

Imagine-Achieve-Inspire

School Sponsored Field Trips, Excursions and Off-Campus Activities		
Approved by: Board of Directors	Date: Oct 13, 2009 Revised: 11/12/13, 5/15/18, 10/22/25	Number: 5002

The Board recognizes that field trips and excursions are important components of a student's development. Field trips and excursions are educationally sound and an important ingredient to the instructional program of the charter school. Such activities supplement and enrich classroom learning and encourage new interests among students, make them more aware of community resources and help students relate their educational experience to the outside world. Properly planned and executed, field trips and excursions enrich the charter school's educational program and the social development of the charter school's students.

Field trips and excursions are to be planned and carried out with safety as a priority and in a manner that minimizes the charter school's legal liability and financial cost.

Monitoring Field Trips and Excursions

The Director of the School shall ensure that the effectiveness of field trips and excursions are monitored and continually evaluated to ensure that such activities continue to promote the goals and objectives of the charter school's educational program and mission.

Field Trip and Excursion Planning and Approval

All field trips and excursions that take place must receive prior written approval by the Director or designee of the School. The Director of the School shall ensure that the sponsoring teacher has set out in writing the educational objective of the activity and how the proposed field trip or excursion relates to the charter school's educational program, the ratio of adult/students for the activity, and plans showing the best use of the students' learning time. Such plans must also provide that proper food and water will be available during the activity and the means of transportation to and from the activity.

Field trips and excursions, lasting longer than the school day require the above procedure **and** Board approval.

If the Director of the School or the Board does not approve the field trip or excursion, the reasons for not approving the activity must be stated in writing.

The Director of the School may exclude from the field trip or excursion any student whose presence on the field trip or excursion would pose a safety or disciplinary risk. The Director of the School shall not approve activities that he/she considers to be inherently dangerous to students or is prohibited by the school's insurance company (see last page of this policy).

Permission Slips

No student will be permitted to go on a field trip or excursion without a permission slip signed by the student's parent or guardian. The permission slip shall include a waiver of all claims against the charter school, its employees and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion as required by Section 35330 of the California Education Code. In addition, the permission slip shall include an emergency telephone number for the student; authorization for emergency medical care; any medications the student is required to take, along with the time and dosage required; and any medications the student is allergic to or other medical information necessary to ensure the student's safety. One copy of the permission slip shall be filed with the Resource Center and one copy shall be given to the teacher to take on the field trip or excursion.

Supervision of Field Trips and Excursions

A certificated teacher must be present to supervise the field trip or excursion. The Director or his/her designee shall be designated as the emergency contact for the group on the field trip or excursion. In the case of sporting events, if a certificated teacher is not available, a classified employee serving as coach may supervise the excursion.

A copy of each student's signed permission slip and a first aid kit shall be in the possession of the sponsoring teacher or accompanying School employee at all times during the field trip or excursion. The supervising teacher must be currently certified in first aid and CPR.

School employees shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion.

Any injuries or unusual incidents occurring during the field trip or excursion shall be documented in writing by the sponsoring teacher or other School employee accompanying the field trip or excursion.

Conduct

Students are under the jurisdiction of the Board at all times during the field trip or excursion and all school rules are to be adhered to at all times. Horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material and use of alcohol or controlled substances during the field trip or excursion are strictly prohibited.

Adult/Student Ratio

Adult/student supervision ratios at school sponsored field trips must be observed at all times during the field trip or excursion (as approved on the field trip pre-approval form).

Parent/Guardian Participation in Field Trips and Excursions

Parents/guardians are encouraged to participate in field trips and excursions to assist with supervision of students. All chaperones must be at least 18 years of age. Adult chaperones are required to comply with the volunteering guidelines in LVC Policy 5007. These include:

- Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
- A volunteer shall also have on file with LVCS a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if

tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required.

Parents/guardians accompanying the School group shall receive clear information regarding their responsibilities from the sponsoring teacher. Prior to the field trip or excursion, the Director of the School or his/her designee may hold a meeting for parents/guardians accompanying the School group as supervisors to discuss, among other things, safety and the importance of safety-related rules for the field trip or excursion, how to keep a group together and what to do if an emergency occurs.

Parents/guardians will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times. Parents/guardians shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on a field trip or excursion.

Parent/Guardian Notification

Parents/guardians should be notified at least one week in advance of field trips. In the case of overnight outings, notification should be four weeks in advance. This longer notification period allows sufficient time for families to gather needed supplies.

Transportation

Transportation will be provided by school or staff/volunteers driving private vehicles. Consideration will be given to the safest routes of travel. In all cases, the legal occupancy limit must not be exceeded. Seat belts are to be used at all times while traveling in private vehicles.

If transportation for the field trip or excursion is provided by a parent/guardian for their own children, a Parent Driver Waiver is required. If a parent wishes to designate a driver to transport their child to the field trip or excursion, a Parent-Designated Driver Authorization Form is required.

If transportation for the field trip or excursion is provided by employees or parents/guardians who drive other students in their private vehicles, they are required to provide the following for review by the Director of the School:

- ☐ Proof of liability insurance with at least \$300,000 bodily injury and \$100,000 property damage.
 - ☐ Department of Motor Vehicles Driving Record
 - ☐ Acknowledgment in writing that their vehicle is in safe and operable condition
 - ☐ A criminal background check conducted by the California Department of Justice ("DOJ").
- Employees or volunteers whose DOJ report reveals a Driving Under the Influence conviction shall not be permitted to transport students or operate any vehicle on Charter School business for ten (10) years from the date of the conviction. Any employee or volunteer convicted of a felony or other charge shall not be permitted to transport Charter School students on Charter School business.
- ☐ A copy of a valid Driver's License.

In the instance of a student under the age of 18 driving him or herself on a field trip or excursion, written parent/guardian permission is required in addition to a valid California Driver's License (not a driving permit), DMV Record, and proof of liability insurance

Employees and Parents/guardians who have been convicted of a misdemeanor or felony drunk driving, or cited with more than one moving violation within the past year will not be authorized to drive students on school sponsored field trips & excursions.

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Defraying Expenses of Field Trips and Excursions

Students may help defray field trip and excursion costs through donations. A student may not be denied the privilege of participating in a field trip or excursion due to lack of funds. Other approved funding may also offset expenses of field trips and excursions.

Non-School Sponsored Field Trips

This policy does not address non-school sponsored field trips or excursions which may involve students, parents or others affiliated with the School. In such cases, school resources or employee work time shall not be utilized to plan for or facilitate such field trips.

Additional Procedures

The Director may develop additional procedures to provide planning assistance for staff members that is in compliance with this policy.

High Risk Activities

The following activities are not recommended due to the high-risk nature. Approval for such activities will require an evaluation in consideration of the perceived educational, cultural, and social benefits versus the potential risks; such activities will also require Governing Board approval.

Activities involving:

- Water depths greater than 2 feet
- Height more than 6 feet
- Jumping and/or inflatable devices
- Activities involving animals (horseback riding is permissible when for Special Education Programs)
- Weapons of any kind (including paintball guns)
- Fire
- Carnival rides