

CLCS/ACLC/Nea Field Trip Policy

1. AUTHORITY (SIMILAR TO ED CODE):

- A. CLCS charter schools can authorize field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in the charter school. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the school's course of study for such pupils.
- B. CLCS charter schools must make sure that no learner shall be prevented from making the field trip or excursion because of lack of sufficient funds. This policy also prohibits the exclusion of learners from educational program based on physical disabilities.
- C. Charter school funds cannot be used for student travel outside of the State of California.

2. GENERAL REQUIREMENTS

- A. Each proposed trip shall have a certificated staff sponsor who is responsible for:
 - i. Ensuring all field trip forms are completed and on file at the school site, program office, or other work location of the trip sponsor.
 - ii. Obtaining appropriate approvals before undertaking any off campus activity. Approval is always needed from the site administrator responsible for the trip **at least two weeks in advance**. Additional approval may be needed from the Charter School Board.
 - iii. Ensuring that each field trip has been funded to cover all costs associated with the field trip as well as the substitutes required to cover staff absences for the extent of the field trip.
 - iv. Developing a communication protocol, in the event of emergency, that shall be attached to all field trip requests.
 - v. Delivering a copy of the summary sheet for field trips (including chaperone contact phone numbers) to the site administrator.
 - vi. Procuring appropriate communication device for any trip to a destination without cell phone service or other form of immediate communication.
 - vii. All field trips must be supervised by at least one staff person. Ratio of adults to learners shall be adequate to the activities undertaken, age of the learners, and specific requirements of the trip. Recommended ratios of adults to learners are 7 to 1 for overnight trips and 15 to 1 for day trips.

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- B. The Lead Facilitator is responsible for ensuring that:
- i. All forms have been filled out properly by the field trip coordinator and permission forms have been collected from the parent/legal guardian of every participating student prior to departure. (A duplicate set of all forms to be kept on file at the school.) Each permission slip must indicate with particularity the exact destination(s), the mode(s) of transportation, and departure and arrival times for the field trip (see forms).
 - ii. Proper transportation is provided, including school bus-scheduling. If volunteer drivers (including parent/guardians) are used, Driver Safety Program protocol is followed, including copies of insurance declarations on file indicating appropriate insurance policy limits as well as compliance with safety and licensing requirements.
 - iii. Chaperones are recruited, if needed, including ensuring that criminal background check requirements are met for attending overnight field trips.
 - iv. Certificates of insurance are obtained from or issued to any organizations involved in the field trip, if applicable.
 - v. Establish and communicate the expectations for student behavior and staff responsibility for adult chaperones for all trips outside campus, including required equipment and procedures.
 - vi. Field trip approval requests are sent in to the Lead Facilitator in a timely fashion meeting required deadlines, including adequate time to obtain Board approval, if necessary. In addition, any changes to the previously submitted field trip information must be reported.
- C. The Charter School does not authorize field trips which occur after graduation, and there shall be no planning for post-graduation field trip during the academic year on the school site.
- D. Effective January 1, 1996 S.B. 142, the "Student Traveler Protection Bill" requires full disclosure of each travel organization's experience, insurance protection, and financial stability. The certificated staff sponsor must obtain a completed Seller of Educational Travel Compliance Form (see forms for required information) if the trip involves a travel organization.
- i. The Charter School Board will require the submittal of the above completed form prior to any advance payment for student travel costs.

3. VOLUNTEER DRIVERS:

- A. If agreement has been reached with the supervising facilitator, volunteers who comply with Charter School requirements may transport students on field trips.
- B. Adult volunteer drivers may do so provided the driver is licensed, is the owner or legal renter of the vehicle, and is fully insured according to Charter School guidelines. The vehicle must be in proper working order and meet all applicable safety standards.

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- C. The Charter School does not carry insurance on private vehicles.
- D. All adult volunteer drivers must provide the site Lead Facilitator with a current automobile insurance declaration with at least the following limits:

AUTOMOBILE LIABILITY INSURANCE

COVERAGE	LIMITS		DEDUCTIBLE
<ul style="list-style-type: none"> • Bodily Injury • Property Damage 	\$100,000.00 \$300,000.00 \$100,000.00	each person each occurrence each occurrence	Not Applicable
Uninsured Motorists Insurance for Bodily Injury	\$100,000.00 \$300,000.00	each person each accident	Not Applicable
Automobile Medical Payments	\$5,000.00	each person	Not Applicable

- E. Volunteer drivers may not drive students in vehicles that are designed to carry more than seven passengers plus the driver, for a maximum total of eight persons in a vehicle. ***Note: 15-passenger vehicles should not be used at any time to transport students.**

4. OVERNIGHT, OUT OF STATE & FOREIGN TRAVEL FIELD TRIPS

In addition to the General Requirements listed above, the following requirements apply to Overnight, Out of State and Foreign Travel Field Trips:

- A. For all overnight field trips, the field trip sponsor must prepare a Request for Overnight Field Trip Form (see forms).
- B. All overnight field trips must be accompanied by at least one staff person, including athletic field trips. There must be Charter School staff with background clearance in attendance. Ratio of adults to students shall be adequate to the activities undertaken, age of the students, and specific requirements of the trip. Recommended ratio of adults to students is 1 to 7 for overnight trips; it is preferable to have adults of both genders as chaperones.
- C. If students will be divided into smaller chaperoned groups on the trip, a staff person must remain reasonably proximate to each group throughout the trip.

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D. A resolution requesting Board approval for out-of-state and out-of-country student trips must be submitted at least two months prior to the trip so that there is sufficient time for Board approval. The resolution must contain the following information: (see field trip request form)

- i. Site name
- ii. Educational purpose of trip
- iii. Number of student participants
- iv. Length of trip
- v. Destination
- vi. Names of certificated employees accompanying students
- vii. Source of funding
- viii. Description of student selection process
- ix. An affirmation that parental permission forms are on file for all students participating

A. The Request for Overnight Field Trip Form must be signed by the trip sponsor, his/her site administrator and approved by the Board. A Board Resolution is required only for out-of-state and out-of-country field trips.

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5. EXPERIENTIAL EDUCATION FIELD TRIPS

In addition to General Requirements, and Overnight, Out of State/Foreign Travel requirements (if applicable), the following requirements apply for Experiential Education Field Trips:

A. Copies of the following documents must be provided with the request for approval for all Experiential Field Trips (including day trips):

- i. Field Manual
- ii. Emergency call guide & communication action plan
- iii. Map of area(s) & itinerary for travel to any remote locations

B. If students will be divided into smaller groups on the trip, a chaperone with an appropriate background check and demonstrated knowledge and experience relative to the specific trip environment must remain reasonably proximate to each group throughout the trip.

6. CHAPERONES:

A. If agreement has been reached with the supervising facilitator, volunteers may chaperone students on field trips if they have complied with all Charter School requirements pertaining to the chaperoning of students. Staff must remain reasonably proximate to volunteer chaperones at all times.

- B. Overnight chaperones must comply with school volunteer requirements including but not limited to fingerprinting or Livescan, Megan's Law Database and TB Tests.
- C. Chaperones must agree to and sign the Chaperone Agreement/ Code of Conduct.
- D. Chaperones must be familiar with Charter School policy before attending the field trip.
- E. Chaperones must be responsible adults above the age of majority and approved by the field trip coordinator.
- F. Chaperones must ensure that no adults or students partake of any alcohol or illegal substances.
- G. There will be no smoking on the part of chaperones and students, including students who have reached the age of majority. This rule will be in force at all times.
- H. Chaperones on overnight trips are responsible for ensuring that the students are in their hotel room at a set curfew time, not roaming the hotel creating noise and infringing on the rights of other hotel patrons.
- I. Chaperones must understand that they share responsibility for the actions of their charges. Any damage inflicted on property or persons will be the responsibility of the students and the chaperones of the students that committed the offense. Any agreement to make restitution will be the responsibility of the chaperones.
- J. Chaperones for elementary and middle school age students must sleep in the same hotel-room as the students. Out of concern for the privacy interests of high school students and the appearance of impropriety, chaperones will not go into rooms of high school students, except to make periodic bed-checks. However, these chaperones must walk the halls of the hotel at night at regular intervals.

APPROVED:

By: _____

Date: _____

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