



**FP Charter**

*Family • School • Community*

ATTACHMENT A

GC Policy #0002

## **Field Trips & Excursions**

The Family Partnership Home Study Charter School's Executive Director and the Governing Council recognize 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 Executive Director and/or Principal of the Charter 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. Teachers are to have a considerable degree of flexibility and innovation in planning field trips.

### Field Trip and Excursion Planning and Approval

All field trips and excursions that take place during school hours must receive prior written approval by the Executive Director of the Charter School. The Executive Director of the Charter 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, and the ratio of adult/students for the activity. Field trip-plans must also provide for adequate restroom facilities, that proper food and water will be available during the activity and the means of transportation to and from the activity.

The Executive Director and/or Principal of the Charter 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 Executive Director and/or Principal of the Charter School shall not approve activities that he/she considers to be inherently dangerous to students.

### 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. In addition, the permission slip shall include an emergency telephone number for the student; any medications the student is required to take, along with the time and dosage required; and any medications, foods, or occurrences that 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 at the resource center of the Charter School and one copy shall be given to the teacher to take on the field trip or excursion.

### Accident and Medical Insurance

The Charter School does not provide student accident or medical insurance. However, information and applications for student injury and medical insurance are available from the Executive Director of the Charter School. Applications and payments must be sent directly to the insurance company.

The Charter School provides student accident insurance which covers medical expenses arising from student injuries on campus or while participating in a Charter School-sponsored off campus activity. The family's health insurance is primary, but if there is no health insurance, the Charter School's Student Accident Insurance becomes primary. Information and applications for student accident insurance are available from the Executive Director.

### Supervision of Field Trips and Excursions

The sponsoring teacher must be present to supervise the field trip or excursion. The Executive Director and/or Principal of the Charter School or his/her designee (typically, the Lead Teacher Supervisor) shall be designated as the emergency contact for the group on the field trip or excursion.

A first aid kit shall be in the possession of the Lead Teacher Supervisor or accompanying Charter School employee at all times during the field trip or excursion. The first aid kit will contain an EpiPen if feasible. *If the field trip or excursion is conducted in areas known to be infested with poisonous snakes, the first aid kit must contain medically accepted snakebite remedies. The sponsoring teacher or Charter School employee must also be certified in a first aid course emphasizing treatment of snakebites.*

Charter School employees, volunteers and students shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and supervising students on, or attending, a field trip or excursion. 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. All participants should adhere to FPCS School rules at all times.

Any injuries or unusual incidents occurring during the field trip or excursion shall be promptly documented in writing by the Lead Teacher Supervisor or other Charter School employee accompanying the field trip or excursion.

#### Adult/Student Ratio

The approved adult/student supervision ratio must be observed at all times during the field trip or excursion. Parents/guardians will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times.

#### Parent/Guardian Participation in Field Trips and Excursions

All field trip participants must complete and meet the requirements as outlined in the FPCS volunteer handbook and application form. Parents/guardians are encouraged to participate in field trips and excursions to assist with supervision of students. Parents/guardians accompanying the Charter School group shall receive clear information regarding their responsibilities from the Lead Teacher Supervisor. Prior to the field trip or excursion, the Executive Director and/or Principal of the Charter School or his/her designee may hold a meeting for parents/guardians accompanying the Charter 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.

#### Transportation

The Charter School intends to provide transportation for all field trips that require it.

Under no circumstances shall students transport other students.

#### Rules for Parent/Guardian Drivers on Day Field Trips

1. At no time will parents/guardians be allowed to transport other students in their vehicle.
2. No side trips allowed, including gasoline stops. Please be sure to have enough gas before leaving on the trip.

3. Maps and directions from the teacher should be reviewed prior to leaving.

#### Defraying Expenses of Field Trips and Excursions

FPCS may charge a fee for field trips and excursions pursuant to Education Code Section 35330. However, FPCS will endeavor to keep the costs of any field trips affordable for all students' families. In addition, parents or guardians of students may help defray the field trip and excursion costs through voluntary donations. In no event will a student be prevented from participating in the field trip or excursion due to lack of sufficient funds. In accordance with Education Code Section 35330(b), FPCS will coordinate the efforts of community service groups (including parents or guardians of other students) to supply funds for students in need.

FPCS complies with AB 1575. Complaints regarding noncompliance with AB 1575 may be filed with the Executive Director under the Uniform Complaint Procedures.

#### Voluntary Participation

The sponsoring teacher or Lead Teacher Supervisor will provide alternative educational activities to those students who choose not to attend a specific field trip or excursion. Parents will have advance notice of any upcoming field trip or excursion and have the option to withdraw their permission for their child to attend that field trip or excursion.

Adopted:

Amended: 02/08/2017