



# Nord Country School

## BP 3020 – Field Trips and Excursions

### **1.0 Purpose**

The Nord Country School 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.

### **2.0 Responsibilities**

- 2.1 The Administrator shall define and implement procedures to ensure that field trips and excursions are planned and carried out with safety as a priority and in a manner that minimizes the charter school’s legal liability and financial cost.
- 2.2 The Administrator 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.
- 2.3 The Administrator shall ensure that teachers have a considerable degree of flexibility and innovation in planning field trips.

### **3.0 Field Trip and Excursion Planning and Approval**

- 3.1 All field trips and excursions that take place during school hours must receive prior written approval by the Administrator. The Administrator 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. Such plans must also provide the means of transportation to and from the activity.
- 3.2 Field trips and excursions lasting longer than the school day require the above procedure and Board approval.
- 3.3 If the Administrator or the Board does not approve the field trip or excursion, the reasons for not approving the activity must be stated in writing.
- 3.4 The Administrator 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.

### **4.0 Permission Slips**

- 4.1 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 the student is allergic to or other medical information necessary to ensure the student's safety.

- 4.2 One copy of the permission slip shall be filed with the Administrator of the charter school and one copy shall be given to the teacher to take on the field trip or excursion.

## **5.0 Supervision of Field Trips and Excursions**

- 5.1 The sponsoring teacher must be present to supervise the field trip or excursion. The Administrator or designee shall be designated as the emergency contact for the group on the field trip or excursion. The sponsoring teacher or charter school employee accompanying the group shall have completed a first aid course, which is certified by the American Red Cross.
- 5.2 A first aid kit shall be in the possession of the sponsoring teacher or accompanying charter school employee at all times during the field trip or excursion.
- 5.3 Charter 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.
- 5.4 The sponsoring teacher or other charter school employee accompanying the field trip or excursion shall document any injuries or unusual incidents occurring during the field trip or excursion in writing.

## **6.0 Student-to-Adult Ratio**

- 6.1 The recommended student-to-adult ratio during field trips is 6:1. Students are under the jurisdiction of the Board and are directly supervised by the sponsoring teacher or designee at all times during the field trip or excursion. School rules are to be adhered to at all times.

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

- 7.1 Parents/guardians are encouraged to participate in field trips and excursions to assist with supervision of students.
- 7.2 Parents/guardians accompanying the charter school group shall receive clear information regarding their responsibilities from the sponsoring teacher.
- 7.3 Parents/guardians will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times.
- 7.4 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.

- 7.5 Due to safety reasons, approved chaperones supervising a charter school group will not be permitted to bring younger siblings/children on a field trip or excursion.

## **8.0 Transportation**

- 8.1 Consideration will be given to the safest mode of transportation and the safest routes of travel. If travel is by van, the legal occupancy limit must not be exceeded. Seat belts, when required by law, are to be used at all times while traveling.
- 8.2 If transportation for the field trip or excursion is provided by parents/guardians, such parents/guardians shall provide proof of liability insurance. A copy of the insurance policy shall be given to the Administrator or designee. The parents/guardians shall acknowledge in writing that their insurance carrier is the primary agent responsible for insurance for the field trip or excursion.
- 8.3 The charter school shall take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used.

## **9.0 Defraying Expenses of Field Trips and Excursions**

- 9.1 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.
- 9.2 Other approved funding may also offset expenses of field trips and excursions.
- 9.3 The sponsoring teacher must provide alternative educational activities for those students not participating in the field trip or excursion due to choosing not to attend or whose parents/guardians do not give permission for the student to participate in the field trip or excursion.

## **10.0 Adoption and Review**

- 10.1 Originally Adopted: 6/14/2005
- 10.2 Most Recent Revision: 11/18/2020