



## WOODLAND STAR CHARTER SCHOOL

*Waldorf-Inspired Public Education, Serving Grades TK-8.*

### **SCHOOL SPONSORED FIELD TRIPS & CULTURAL EXCURSIONS POLICY**

The Board of Directors of Woodland Start Charter School (“WSCS” or the “Charter School”) recognizes and supports the concept of connecting our students with the broader community, both locally and globally, by providing field trips, cultural and art experiences, community service opportunities, and environmental education to fulfill WSCS’s mission and philosophy. These activities help to promote tolerance, understanding, and acceptance of others, and enrich the educational experiences of the students, as well as meet WSCS’s goal of creating passionate life-long learners.

The safety and security of our students is a primary priority when planning or participating in field trips or excursions. These activities will be carried out in an appropriate manner to maximize and ensure student safety and to minimize the WSCS’s legal liability and financial cost.

#### **Definition**

A field trip or excursion is defined as students leaving WSCS grounds to participate in school sponsored educational opportunities in connection with the WSCS’s course of study or school related social, educational, cultural, athletic, school band or other extracurricular or co-curricular activities.

#### **Selection of Field Trips and Excursions**

The teaching team will continue to research and provide enriching learning opportunities to share with their students both within the classroom and out in the broader community. The Administrator shall have the authority to approve all field trips and excursions. Requests for long distance (more than one hundred- and fifty-miles travel distance), or overnight travel shall be submitted for Administrator approval at least thirty (30) days prior to anticipated date of the departure. The Administrator will report all approved overnight field trips to the board at the next regularly scheduled Charter Council meeting.

The Administrator will ensure that the following items will be adhered to for all WSCS field trips and excursions:

- 1.) The proposed field trip or excursion relates to WSCS’s educational objectives
- 2.) The correct ratio of adult to students is met for supervision of the activity
- 3.) A means of transportation to and from the activity is provided

- 4.) Adequate restroom facilities, food and water will be available during the activity

The Administrator shall not approve any activity that he/she considers to be inherently dangerous to students.

### **Permission Slips**

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. WSCS shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against WSCS or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

Items that will be included on the permission slip are:

- 1.) An emergency phone number for the student
- 2.) Any medications the student is required to take with the time and dosage required
- 3.) Any medications the student is allergic to
- 4.) Any other medical information necessary to ensure the student's safety
- 5.) Waiver as described above

Permission slips must be turned in to the coordinating teacher at least two (2) school days prior to the trip. A copy of a completed and signed permission slip will be kept in the WSCS office with the Office Manager and one copy will be given to the teacher or teachers to take on the field trip or excursion.

### **Voluntary Participation**

WSCS will provide alternative educational activities to those students who choose not to attend a specific field trip or excursion. Parents/guardians 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.

### **Disciplinary Rules**

Students are under the jurisdiction of the WSCS Charter Council at all times during the field trip or excursion and all WSCS disciplinary policies continue to be enforced during field trips and excursions. WSCS disciplinary policies are to be adhered to at all times. (e.g. Horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, profanity, viewing of pornographic material, and use of alcohol and/or controlled substances during the field trip or excursion are strictly prohibited.)

Except as otherwise required by law, a student may be excluded from the trip if their presence poses a safety or disciplinary risk.

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

WSCS may charge a fee for field trips and excursions pursuant to section 35330 of the Education Code. However, WSCS will endeavor to keep the costs of any field trips affordable for all students' families. 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), WSCS will coordinate the efforts of community service groups to supply funds for students in need.

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

The teacher who coordinated the field trip will be present to supervise the field trip or excursion, except in unusual circumstances when a replacement teacher is assigned because of an unexpected unavailability. The Administrator will be designated as the emergency contact for the group on the field trip or excursion. Any injuries or unusual incidents occurring during the field trip or excursion will be documented in writing by the coordinating teacher and given to WSCS's Administrator.

The Administrator shall ensure that the field trips and excursions have an adequate number of adults attending to safely supervise the student attending the field trip or excursion.

A first aid kit shall be in the possession of or immediately available to a teacher, employee, or agent of the school during the student field trip or excursion. Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip.

WSCS employees or volunteers 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.

Field trips involving swimming activities must have present an appropriately certified lifeguard supervising during the entire duration of the activity.

### **Accident Insurance**

WSCS provides student accident insurance which covers medical expenses arising from student injuries on campus or while participating in a WSCS-sponsored off campus activity. The family's health insurance is primary, but if there is no health insurance, WSCS's Student Accident Insurance becomes primary. Information and applications for student accident insurance are available from the Administrator. The cost incurred by WSCS shall be covered by the pupil or his or her parent or guardian.

## **Parent or Guardian Participation in Field Trips and Excursions**

As field trips and excursions are an integral part of the WSCS learning experience, parents are encouraged to participate in an assisting role with students. The Administrator or the coordinating teacher will provide parents and guardians with specific supervisory guidelines prior to any WSCS group trip involving students. Topics to be included are safety regulations, emergency responses, and responsibilities of the parent volunteers and language or behavior requirements of all attendees.

A participating parent or guardian will be assigned to a specific group of students to supervise and will be responsible for these students at all times during the field trip or excursion. Under no circumstances will a parent or guardian consume alcohol or use controlled substances (except for medications taken under a physician's orders) during a field trip or excursion. The parent or guardian will notify the coordinating teacher, in advance of the field trip or excursion, should he/she be under a physician's orders and using medications.

Parent/guardians who will participate in any overnight field trip must have cleared a Live Scan fingerprinting prior to attendance. Parents/guardians will bear the cost of obtaining clearance.

No trips are permitted outside of the continental United States.

Participation in field trips is limited to students currently enrolled in the class and their parents, with the approval of the coordinating teacher. Siblings are not permitted to attend field trips, except in certain administrator approved circumstances (ex. parent is only providing transportation to and from an off campus activity).

## **Transportation**

At all times during the field trip or excursion, teachers, staff and parents will use the safest mode of transportation and the safest and most direct routes of travel. If travel is not by bus, the legal occupancy limit of ten (10) occupants (including the driver) must not be exceeded, all speed notices must be strictly adhered to and students are to be seated with individual seatbelts at all times.

The WSCS shall take reasonable precautions to ensure that all employees and volunteers who transport students are responsible and capable operators of the vehicles to be used and ensure compliance with the WSCS Student Transportation Policy and Driver Requirements as follows:

Employee or volunteer drivers who offer to provide transportation for a field trip or excursion must provide a copy of the following:

- Proof of liability insurance for their vehicle with a minimum of \$100K/\$300K coverage
- A copy of their Driver's License and Vehicle Registration
- A written statement acknowledging that their insurance carrier is the primary agent responsible for insurance during the field trip or excursion

- LiveScan and cleared 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 WSCS business for ten (10) years from the date of the conviction. Any employee or volunteer convicted of a felony shall not be permitted to transport WSCS students on WSCS business
- A Department of Motor Vehicles record. Employees or volunteers with driving records with two (2) points or more shall not be permitted to transport students or operate any vehicle for WSCS field trips and excursions

Each of these items will be provided to the Administrator or coordinating teacher prior to driving on a field trip or excursion. **Two days prior to a field trip, the coordinating teacher will provide a Driver’s List to the Office Manager**, who will then confirm that each driver meets the above requirements. If any driver does not meet the above requirements, the teacher will contact those drivers to assist them with obtaining clearance, if possible.

Under no circumstances shall students transport other students.

All field trips may depart only upon receiving “Cleared for Departure” authorization signed by the office manager (or designee) and Administrator (or designee).

For the volunteer’s safety and that of all the students in his/her car, the following rules apply:

- 1) All WSCS rules apply to students in the volunteer’s car. Volunteer drivers are free to appropriately manage student behavior as necessary to maintain safety
- 2) All California driving laws must be followed including child restraint laws: no texting or distracted driving, hands-free phone use only
- 3) No movies or digital media may be shown in vehicles
- 4) No side trips allowed, including unscheduled gasoline stops. Please be sure to have enough gas before leaving on the trip. In case any unplanned stop cannot be avoided, the driver must contact the teacher (or administrator if teacher out of cell range).
- 5) Maps and directions from the teacher should be reviewed prior to leaving, every vehicle shall use the same route, and all vehicles shall depart at the same time.
- 6) No purchases for students should be made on the field trip including food or treats for students in the car
- 7) Call the WSCS office immediately if there is a problem

### **Non-School-Sponsored Field Trips/Excursions**

A non-school-sponsored field trip/excursion is defined as one that is organized and promoted by an outside organization whether or not it is of an educational value or is somehow connected to a particular course of study. This includes trips that are organized by organizations that may be affiliated with WSCS (i.e. parent organizations, cultural groups, etc.):

- 1) Students who miss school will receive an unexcused absence
- 2) Teachers are not responsible for creating schoolwork ahead of time

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- 3) Students must make up missed academic work
- 4) WSCS has no responsibility to provide travel
- 5) Any employee of WSCS who attends a non-sponsored field trip/excursion does so voluntarily and is not acting as an employee of WSCS
- 6) If a non-sponsored field trip/excursion is promoted on WSCS property, all materials must clearly state that this is a non-sponsored school field trip/activity
- 7) No insurance coverage will be provided by WSCS
- 8) WSCS assumes no legal or financial responsibility for non-sanctioned field trips



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## Internal Field Trip Clearance for Departure

**Field Trip Checklist:** Prior to departure all items on this check list must be completed before the class is cleared for departure on any field trip.

Collect the following information:

- Permission slips for all students wishing to attend the field trip
- Verify student field trip attendance (classroom accommodations, independent study, etc.)
- Overnight Trips:** Parent Chaperones attending the field trip have been completed and cleared Live Scanned fingerprinting
- Confirmation that a teacher, employee, or agent of the School has completed a first aid course which is certified by the American Red Cross

Create the following documents:

- Driver lists (parent driver name, cell phone number, and students assigned to car).
- Trip itinerary for each day away from school

Provide the following information to families and chaperones:

- Send “Parent Trip Packet” (digital okay) to all parents with: itinerary of all planned stops, overnight locations, packing list, driver/passenger list with current cell phone numbers, and carpool rules.
- Hold a pre-trip meeting (before departure) to review driving rules for chaperones.

Complete the following administrative tasks:

- Write the field trip on the office calendar by the mail boxes for all days gone including departure and return times
- Notify specialty and student services teachers
- Ask a colleague to cover playground duty missed

- Notify Administrator (or designee) of any non-participating students and the plan for (1) school work and (2) which classroom the student will be in for the trip duration.
- Provide a copy of the trip itinerary for each day away from school to the office with departure and return times.

Ensure that the following is packed and taken on the field trip:

- A list of all students and chaperones attending the trip
- A copy of every student's emergency form
- A First Aid Kit with EPI pen (and snakebite remedies if necessary)

**Class is Cleared for departure:**

Verified by Office Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Administrator: \_\_\_\_\_ Date: \_\_\_\_\_