

## **Field Trips & Excursions**

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 Principal/Administrator 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 Principal/Administrator of the charter school. Supervising teacher will submit "Field Trip Approval Form<sup>1</sup>" and get approval prior to making reservations or purchasing any tickets, etc. The request will include 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 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.

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

If the Principal/Administrator of the charter school or the Board does not approve the field trip or excursion, the reasons for not approving the activity must be stated in writing.

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<sup>1</sup> Please utilize Field Trip Request Form (attached)

The Principal/Administrator 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 Principal/Administrator 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 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 Principal/Administrator 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 on how to obtain medical insurance through Covered California is available from the Principal/Administrator of the charter school. Applications and payments must be sent directly to the insurance company.

### Supervision of Field Trips and Excursions

The sponsoring teacher must be present to supervise the field trip or excursion. The Principal/Administrator of the charter school or his/her 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.

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.

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.

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

### Adult/Student Ratio

Adult/student supervision ratio must be observed at all times during the field trip or excursion. Students are under the jurisdiction of the Board at all times during the field trip or excursion and 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, tobacco, vape or controlled substances during the field trip or excursion are strictly prohibited. The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant, or use a vape or e cigarette type device, when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

### 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. Parents/guardians accompanying the charter school group shall receive clear information regarding their responsibilities from the sponsoring teacher. Prior to the field trip or excursion, the Principal/Administrator 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.

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. Parents/guardians participating in field trips and excursions are required to pass a criminal background check and a tuberculosis screening in advance of the field trip/excursion.

### Transportation

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 are to be used at all times while traveling.

The Principal may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 25 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess liability insurance of \$300,000 or more per occurrence. Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

Vehicles owned by Tehama eLearning Academy may only be driven by school personnel. School personnel driving on field trips, utilizing school vehicles or personal vehicles must complete a drivers application which includes submitting proof of a good driving record from

DMV and proof of driver's license and insurance.

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. Driver must be free of any medical condition that may affect his/her ability to operate a vehicle. The number of passengers shall not exceed the capacity for which the vehicle was designed. No one may transport more than nine passengers plus the driver in any vehicle. . Transportation is limited to District students and approved chaperones. The use of cell phones, walkmans, pagers or other electronic devices while driving is prohibited. Any fines resulting from violations will be paid by the employee/volunteer.

Under no circumstances shall students transport other students except siblings with parental permission.

Parents/guardians/adults utilizing private vehicles for field trips may request reimbursement for mileage at the costs at the rate allowed by the Internal Revenue Service for vehicle expenses. To receive reimbursement the parent/guardian must submit a mileage reimbursement request form indicating the destination and purpose of the trip and miles traveled. The report must be co-signed by the sponsoring teacher and approved by the Principal.

When district transportation is provided, or students are attending a school-sponsored event, students may be released from using district transportation only with the advance written permission of their parents/guardians. A form may be signed at the start of the school year and kept in a student's file for this purpose, or parents may send written permission for student's release for individual trips.<sup>2</sup>

### Defraying Expenses of Field Trips and Excursions

Students may help defray field trips 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. 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.

Adopted: 05/11/2017

Amended: 10/10/2019

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<sup>2</sup> Please utilize Form for Student Utilizing Non-district Sponsored Driver/other transportation (attached)

## TeLA Field Trip Request Approval Form

Form to be completed by Supervising Teacher, Approval needed prior to making reservations/purchasing tickets, etc.

Supervising Teacher \_\_\_\_\_

Emergency Contact information \_\_\_\_\_

Date of CPR/First Aid completion \_\_\_\_\_

Number of Students attending \_\_\_\_\_ Signed Permission slips with emergency contact

Adults attending (list names) \_\_\_\_\_

Are any parents attending? \_\_\_\_\_ Do they have clearance? \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Date, Time and Location of Field Trip \_\_\_\_\_

Supervising teacher has read and agrees to comply with Field Trip Policy

Transportation used \_\_\_\_\_

Adults Driving

Clearance? \_\_\_\_\_ Instructed? \_\_\_\_\_

Bus needed?/Reserved? \_\_\_\_\_

Educational Purpose of trip

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost of Trip \_\_\_\_\_

Explanation \_\_\_\_\_

Req submitted \_\_\_\_\_ Req # \_\_\_\_\_

Plan for students with special considerations needed:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervising Teacher \_\_\_\_\_ date \_\_\_\_\_

Approval/Signature of Principal \_\_\_\_\_ date \_\_\_\_\_

Student Policy

## **Student Excursion & Transportation by Non-District Sponsored Driver Agreement**

**Student Name** \_\_\_\_\_

**Event** \_\_\_\_\_ **Location** \_\_\_\_\_ **Date(s)** \_\_\_\_\_

I understand that Tehama eLearning Academy is providing transportation/supervision to and from the above activity. However, I do not wish to avail myself of the transportation provided by the school.

The above student hereby requests permission to ride with/leave an event with a non-district sponsored driver/person (who may or may not be the parent of the student), or be given permission to leave and walk home from a school-sponsored event.

If the student is transported by a non-school sponsored driver , it is fully understood that the school is in no way responsible, nor does the school assume liability for any injuries or losses resulting from this non-school sponsored transportation. Although the school may assist in coordinating transportation and/or recommend travel time routes, or caravanning to or from this event. I fully understand that such recommendations are not mandatory.

I also understand that by riding with the non-district sponsored driver; the driver is not driving as an agent of or on behalf of the school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_  
(If student is under 18)

School Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

**Confidential Tehama eLearning Academy**  
**TRANSPORTATION & EMERGENCY INFORMATION**

Today's Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address (Mailing): \_\_\_\_\_ Home #: \_\_\_\_\_ Cell#: \_\_\_\_\_

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Father/Guardian: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_ Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_  
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**1. Any medication needed by student for field trip, (dosage required) \_\_\_\_\_.**

**2. In case of medical or surgical emergency, I hereby give permission to the physician selected by**

**Tehama eLearning Academy to hospitalize and secure proper treatment for the student listed.**

**All such expenses not covered by school insurance shall be paid for by the parents.**

**3. Any allergies/special needs: \_\_\_\_\_**

*I understand that although the students will be supervised by Tehama eLearning Academy staff, I do assume the risk in my student's participation in the event. If I choose not to permit my child to participate in this field trip activity, the student will be expected to attend school on the day of the field trip and will be provided with meaningful alternative educational activities under the supervision of a teacher. I acknowledge that I will not seek to have the School held liable in the event that any accident, injury, loss of property or any other circumstance or incident occurs during or as a result of my son's/daughter's participation in the field trip. This release of liability includes accident, injury, loss, or damages to the student, as well as, to other individuals or property which may result from the student's participation in the event. I hereby release and agree to hold harmless the School District, its officials, agents and employees, from any claims arising out of my son's/daughter's participation in the event(s). I have read and understand and accept all of the statements recited above and accept full responsibility as described.*

*I have read and hereby accept the foregoing conditions for participation on field trips.*

\_\_\_\_\_  
Signature of Parent or Guardian



**Example of TeLA  
FIELD TRIP PERMISSION SLIP**

Dear Parents,

Please complete and sign the appropriate spaces below and have your child return the bottom portion of this sheet to school.

We will be attending Schreder Planetarium and Turtle Bay on \_\_\_\_\_ . Students may bring a lunch, or items will be provided here to make a lunch before departure at 9:45.

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My child, \_\_\_\_\_, has permission to accompany

the 7/8th grade class to Schreder Planetarium and Turtle Bay on \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature