

FIELD TRIPS & SCHOOL TRIPS

The RVC Board recognizes that field trips and outings are important components of a student's development. Field trips and outings are educationally sound and an important ingredient to the instructional program of Ross Valley Charter. 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 outings enrich the school's educational program and the social development of the 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 School Director, in conjunction with the classroom teacher, 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 plans for field trips and excursions that take place during school hours, or under the auspices of the school, should be submitted in written form to the School Director. The School Director shall ensure that all trips have appropriate supervision planned. In addition, such plans must also provide for adequate restroom facilities, that proper food and water will be available during the activity and that there is an adequate means of transportation to and from the activity.

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

The School Director 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.

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.

One form may serve for the entire school year if all planned field trips are included at the time of signing. A separate form shall be required for any overnight activities.

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 School Director of the charter school. Applications and payments must be sent directly to the insurance company.

Teachers will bring a copy of each student's Emergency Form on field trips and excursions.

Supervision of Field Trips and Excursions

The sponsoring teacher must be present to supervise the field trip or excursion. The School Director 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 RVC 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 or controlled substances during the field trip or excursion are strictly prohibited.

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 sponsoring teacher and/or School Director 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.

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.

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 must be on file with RVC. The parents/guardians shall acknowledge in writing that their insurance carrier is the primary agent responsible for insurance for the field trip or excursion.

Drivers must be currently licensed and insured adults.

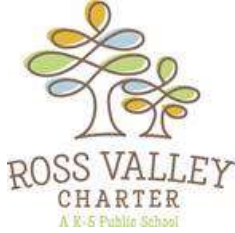
The charter school shall take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used. The charter school will maintain updated Motor Vehicle Records (MVRs) for any volunteer or staff driver, updating these records twice annually.

Defraying Expenses of Field Trips and Excursions

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. 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: April 3, 2017

Amended:



ROSS VALLEY CHARTER FIELD TRIP DRIVER FORM

Please complete this form completely and attach 1) a copy of your driver's license and 2) current insurance certificate

Sign and Date the Back

Student Name: _____ Teacher: _____

Student Name: _____ Teacher: _____

Student Name: _____ Teacher: _____

Thank you for volunteering to transport and supervise students (under the direction of the classroom teacher) on school-sponsored field trips and excursions. This completed form must be on file in the school office prior to driving any students, and should be updated any time you receive a new driver's license or updated insurance certificate.

Driver Information (attach Driver's License):

Name: _____ Circle one: Parent Guardian Volunteer Staff

Date of Birth: ___/___/___ Cell # () _____ Home # () _____

Driver's License No. _____ State: _____ Expiration: _____

Additional Driver: _____ Circle one: Parent Guardian Volunteer Staff

Date of Birth: ___/___/___ Cell # () _____ Home # () _____

Driver's License No. _____ State: _____ Expiration: _____

Home Address: _____ Town: _____

Vehicle Information:

Vehicle Owner: _____ Year: _____ Color: _____

Make: _____ Model: _____ Registration Exp. _____

License Plate No: _____ Student Seating Capacity _____

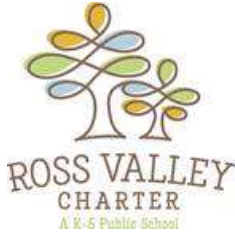
(Do not include driver or front seat, if air bag)

Insurance Information (attach Insurance Declaration pages showing information below):

Insurance Company: _____ Expiration Date: _____

_____ I have attached a copy of my insurance declaration page including my/our name(s), vehicle(s) insured, expiration date of policy (continuous until cancelled not accepted), and policy limits (required minimum limits: Bodily Injury \$100,000/\$300,000 Property Damage \$25,000)

_____ I/We have attached copies of our Driver's License(s)



See Back for more information

ROSS VALLEY CHARTER FIELD TRIP DRIVER FORM PAGE 2

Conditions and Restrictions

- The vehicle capacity is one passenger per seat belt, and each passenger shall wear their seat belt at all times.
- No child/student may sit in a front seat if there is an airbag.
- Use of child car seats and restraints shall be in accordance with all local laws.
- The vehicle is in safe operating condition based upon an inspection by the driver, as signed below, including lights, horn, turn signals, brakes, tires and suspension.
- I/We have no physical limitations that would adversely affect my/our ability to drive safely.
- I/We am/are not taking any medication that would adversely affect my/our driving ability
- I/We have no prior Driving Under the Influence (DUI) convictions within the last 5 years
- I will not consume any alcoholic beverages or other drugs the morning of or during the school-sponsored field trip or excursion.
- I will not use my cell phone at any time while operating the vehicle.

Agreement

I certify that the information on this Field Trip Driver Form is correct and that the insurance coverage attached is in full force whenever I drive. I agree to update RVC Charter school in writing of any changes to the provided information.

I understand that my insurance is the primary insurance in case of an accident, and that the Ross Valley Charter School accepts no responsibility for damage or loss to my vehicle or the contents.

All passengers will wear seat belts and I will not allow a child/student to ride in the front seat if there is an airbag.

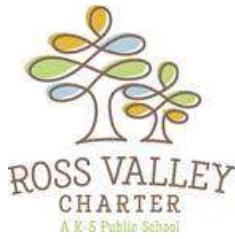
Signature of Driver _____ Date _____

Please print name _____

Additional Driver _____ Date _____

Please print name _____

This form may need to be updated on a regular basis as required by RVC policy.



Subsequent updates:

Date _____ Initial _____ Date _____
Initial _____

ROSS VALLEY CHARTER SCHOOL FIELD TRIP PERMISSION SLIP

Student _____ **Teacher** _____

Field trips and outings are educationally sound and an important ingredient to the instructional program of Ross Valley Charter. 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.

We rely on parent volunteers to provide safe transportation and additional volunteer supervision for these trips. **Thank you for helping whenever you can.**

This year our class plans to take the following classroom field trips:

Description:

Date (if known):

This permission slip includes all of the above field trips. I have crossed off any that I do not wish my child to attend. In addition, I understand that there may be some additional changes during the year, and that I will receive notification of these changes directly from the classroom teacher. If I do not approve of any subsequent additions, I will notify the classroom teacher directly- otherwise **I am also approving any additional trips added.**

I give permission for my student to participate in the above-listed field trips and excursions, and any additional trips added during the year unless I notify the classroom teacher in writing. I understand that all transportation is provided by volunteer drivers, who have submitted Field Trip Driver Forms. In addition, I understand that these volunteer drivers and parent volunteers serve under the direction of the classroom teacher.

I understand that occasionally there will be a classroom trip that may extend beyond the normal classroom day schedule and that it will be my responsibility to make arrangements to meet my child or arrange an alternate pickup at the end of the day. I have included authorized persons for pick-up on our school emergency card.

I understand that participation in field trips or excursions are not required and that alternative arrangements will be made at school if my student does not participate, but that he/she will be expected to attend school if not on the trip. RVC loses critical funding when students do not attend.

I understand that there is no charge for participation on school field trips or excursions, but that donations to defray costs are always welcomed.

Parent/Guardian Signature _____ Date _____