



PALISADES CHARTER HIGH SCHOOL

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FIELD TRIPS AND EXCURSIONS POLICY

The Board of Trustees recognizes that field trips and excursions are important components of a student's education, and thereby encourages such activities. In addition to supplementing and enriching classroom-learning experiences, such trips encourage new interests among PCHS students, make them more aware of community resources, and help them relate their school experiences to the outside world.

Field trips and excursions include all approved activities under the supervision of school employees which occur at locations other than the school site of attendance and which include students as participants. They may be conducted in connection with courses of instruction or school-related social, educational, cultural, athletic, or performing arts activities. The Board also recognizes and acknowledges that, at times, trips or excursions are planned by school staff, students and/or parents that involve PCHS students, but are not school-sponsored or approved by the Board. For all trips, careful planning and specific, clear communication is necessary to ensure participant safety, protect the school, clearly convey whether the trip is school-sponsored or non-school-sponsored, and enhance the value of all such trips.

All teachers/trip organizers shall ensure that he/she/they:

1. Develop plans which provide for the best use of students' learning time while on the trip;
2. Clearly convey, at all times, whether or not the trip is school-sponsored;
3. Provide appropriate instruction before and after the trip, when applicable;
4. Develop plans which provide for the safety of students and their proper supervision by certificated staff, other school employees, and chaperones, including, when appropriate, requiring attendance at preparatory training sessions and/or meetings; and
5. Comply with all the applicable procedures related to the trip, including obtaining the approval of the Executive Director/Principal and, when applicable, the Board.

All trips conducted under the supervision of school personnel must be approved by the Executive Director/Principal.

Approval by the Board is required for all of the following school-sponsored trips:

1. Trips that involve out-of-state travel;
2. Trips that involve overnight stays;
3. Trips to locations not previously approved by the Board;
4. Trips that involve unusual hazards, as determined by the Executive Director/Principal.

Non-school-sponsored trips do not require Board approval.

In accordance with state law, for school-sponsored trips and excursions no student may be excluded from participation because of lack of sufficient funds.

Pursuant to state law, all persons making a field trip or excursion “shall be deemed to have waived all claims against ... a charter school ... for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.” (Education Code § 35330(d).) Written consent of parents and/or legal guardians must be obtained for every student participating in any trip, school-sponsored and non-school-sponsored, which shall include but not be limited to a signed acknowledgment of this state law-based waiver, and that participation in the trip constitutes a waiver all any and all claims against PCHS for any injury, accident, illness, or death during or by reason of the trip or excursion.

While conducting a school-sponsored trip the organizing teacher, employee or agent of the school shall have a school-issued First Aid Kit in his/her possession or immediately available.

PCHS shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Students on approved, school-sponsored trips are under the jurisdiction of the Board of Trustees and subject to school rules and regulations. Teachers or other personnel shall accompany students on all trips, and shall assume responsibility for their proper conduct. Before any trip, teachers/staff shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be 21 years of age or older, should be assigned a prescribed group of students, and are responsible for the continuous monitoring of these students’ activities. Teachers/staff and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.

Procedures

As is noted above, for all trips careful planning and specific, clear communication is necessary to ensure participant safety, protect the school, clearly convey whether the trip is school-sponsored or non-school-sponsored, and enhance the value of all such trips. Specific forms have been developed to achieve this purpose, which include but are not necessarily limited to the following:

1. Field Trip Procedures Checklist
2. Request for Approval of School-Organized Trip for Students
3. Request for Bus Form
4. Parent-Guardians Field Trip Permission and Authorization for Medical Care Form
5. Activity Participation Notice – Teacher Reminder Form
6. Activity Participation List
7. Recommendations for Students Going on Field Trips
8. Transportation Waiver Form
9. Additional Requirements for Overnight Field Trips
10. Non-PCHS-Sanctioned Trip Waiver Form

The Executive Director/Principal shall periodically review these forms and related processes, and amend the forms and processes when deemed appropriate.