

School Sponsored Trips

The Navigator Charter School Board or Directors recognizes that field trips and excursions are important components of student development. Field trips and excursions are educationally sound, an important component of the instructional program of our school, and aligned to the NCS mission and vision. They also provide opportunities for students to perform in unique venues and learn from community experiences outside of school. Field trips and excursions 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 school's educational program and the social development of our students.

All field trips and excursions are to be planned and carried out with safety as a priority and in a manner that minimizes the school's legal liability and financial responsibility.

Monitoring Field Trips and Excursions

Academy administrators will work with teachers and staff to 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 school's educational program. Teachers are encouraged to have a high degree of innovation in planning trips and work together with grade level teams and/or department colleagues to plan interdisciplinary experiences which directly connect to academic content standards and the school's instructional goals.

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 appropriate academy administrator. The academy administrator shall ensure that the sponsoring teacher has set out in writing a brief description of the educational objective of the activity and how the proposed field trip or excursion relates to the school's educational program. The sponsoring teacher will also provide the ratio of adult/students for the activity and plans 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, along with documentation outlining lodging accommodations and room assignment procedures. Overnight field trips and excursions must be approved by the school's Executive Director or Board of Directors. Any reasons for not approving a trip must be stated in writing.

Field trips outside of the state and to another country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. Trips outside of the state or to another country must be approved by the Executive Director or Board of Directors. Any reasons for not approving a trip must be stated in writing.

The academy administrator and/or school 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.

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 Navigator 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. Permission slips must be collected in advance of the trip. One copy of the permission slip shall remain on the school campus with the academy administrator 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 and applications for student injury and medical insurance are available from the academy administrator or designee.

Supervision of Field Trips and Excursions

The sponsoring teacher must be present to supervise the field trip or excursion. The academy administrator or their designee shall be designated as the emergency contact for the group on the field trip or excursion. The sponsoring teacher or 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 accessible to the sponsoring teacher or accompanying school employee at all times during the field trip or excursion. If the field trip or excursion is conducted in areas known to be infested with poisonous snakes, the first aid kit must contain medically accepted snakebite remedies. The sponsoring teacher or charter school employee must also be certified in a first aid course emphasizing treatment of snakebites.

All school employees and chaperones shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while supervising students on a field trip or excursion. In addition, all school employees and chaperones shall not enter any private space alone and must enter in teams of two.

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

Adult/Student Ratio

The minimum adult/student supervision ratio appropriate for the grade level be observed at all times during the field trip or excursion (1:4 TK-3rd, 1:8 4th-5th, 1:10 6th-12th). Depending on the nature of the field trip, teachers may request additional adults to attend as chaperones. The academy administrator or Executive Director can adjust these ratios depending on the nature of the field trip. Students are under the jurisdiction of Navigator Charter School all times during the field trip or excursion and school rules are to be adhered to at all times. Students are to be reminded that they are representing Navigator Charter School during a field trip or excursion and need to model the core values of our school community.

All school rules must be followed while on the field trip or excursion. This includes, but is not limited to horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, theft, profanity, viewing of pornographic material, and use of alcohol or controlled substances during the field trip or excursion are strictly prohibited. Students will receive disciplinary consequences similar to those issued while at school. Students may receive additional disciplinary consequences after returning from the trip. A parent/guardian may be called at any time to pick up a student who repeatedly fails to follow direction from school staff and/or violates disciplinary expectations.

Parent/Guardian Participation in Field Trips and Excursions

Parents/guardians are encouraged to participate in field trips and excursions as chaperones to assist with supervision of students. Chaperones accompanying the school group shall receive clear information regarding their responsibilities from the sponsoring teacher. Prior to the field trip or excursion, the sponsoring teacher and academy administrator or designee may hold a meeting for chaperones accompanying the group to discuss trip logistics, safety procedures, rules for the field trip or excursion, strategies for keeping a group together, and review emergency plans.

All chaperones will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times. Chaperones shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while supervising students on a field trip or excursion. All chaperones participating in field trips and excursions are required to pass a criminal background check with Navigator Charter School and a tuberculosis screening for overnight field trips in advance of the field trip/excursion.

Any parent/guardians or other guests, such as siblings and relatives, appearing at the field trip location may be excluded from the field trip group unless they are an identified chaperone.

Transportation

Consideration will be given to the safest mode of transportation and the safest routes of travel. If travel is by van or school bus the legal occupancy limit must not be exceeded. Seat belts are to be used at all times while traveling if the vehicle contains safety restraints. When transportation is being provided by the school, students must travel with the student groups. 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 Business Office of the charter school or their 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 and their insurance meets the minimum liability requirements. The school shall take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used. Students may not transport themselves or other students on field trips.

Defraying Expenses of Field Trips and Excursions

When planning a field trip, the supervising teacher shall work directly with the academy administrator to develop a comprehensive budget for the trip. Families may be asked and are encouraged to help defray field trip and excursion costs through donations and field trip fees. A student may not be denied participation in a field trip or excursion due to lack of funds. Other school 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.

Rooming Assignments for Overnight Field Trips

For overnight field trips all students must have rooming assignments identified in advance of the trip. Parents/Guardians will be informed of all policies and procedures regarding lodging and accommodations in advance of the trip. To the greatest extent possible, students will sleep in separate beds for all overnight sleeping accommodations. Lodging options with three or more individual beds per room will be prioritized when selecting accommodations by the supervising teacher.

For group lodging accommodations (ex: dormitory lodging), students will be assigned lodging locations by the supervising teacher. At least two chaperones will also be assigned to each group lodging location.

In the event that students will sleep in a room without direct adult supervision (ex: hotel rooms), the room assignments must be approved by both the student's parent/guardian and sponsoring teacher. Students will be assigned to rooms in multiples of three or more students. In the event the sponsoring teacher cannot adequately accommodate all requests, the teacher will work with parents/guardians and the academy administrator to develop alternative arrangements. Any requests to change room assignments must be provided to the sponsoring teacher at least two weeks in advance of the start of the trip.

Students who are dating may not be assigned to the same room. In accordance with Education Code 221.5(f) students will be assigned a sleeping location based on their gender identity, irrespective of the gender listed on the pupil's record. Parents/guardians will be informed of this policy as part of the permission slip process. Parents/guardians are encouraged to contact the supervising teachers with any additional questions or concerns which the supervising teacher will address while also maintaining student privacy rights.

In the event a chaperone must enter a student sleeping location, chaperones must do so in teams of two. Sponsoring teachers will plan field trip activities so that students are in hotel rooms or similar sleeping arrangements to the least extent possible.

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