



Field Trip Policy

The Governing Board of Lake View Charter School recognizes that school sponsored field trips provide opportunities for students to develop both academically and socially. Field Trips can serve as primary instruction and/or supplement classroom learning experiences. Field trips encourage students to pursue new interests, introduce them to community resources, and help them connect school activities to the outside world.

The purpose of the Lake View Charter School Governing Board approving this Field Trip Policy is to accomplish the following:

1. Provide Field Trip Planning Guidelines
2. Explain Funding, Supervision, Chaperone, and Guest Policies
3. Explain Accommodation Options for students with an IEP or Section 504 Plan
4. Identify Field Trip Attendee Responsibilities

- 1. Field Trip Planning Guidelines:** School-sponsored field trips can be single- or multi-day. Multi-day field trips or trips costing more than \$350 per student will require special approval from the Executive Director. The Field Trip Coordinator shall consider student safety, educational purpose, the most effective use of instructional time, school and student expense, as well as transportation and supervision requirements when planning field trips. The Executive Director may exclude from the trip any student or participant whose presence on the trip would pose a safety or disciplinary risk.

Field trips are voluntary. Student participation is not required. A student's ability to attend field trips is limited by the amount of instructional funds available for that student. The teacher of record is responsible for monitoring and approving field trip orders to ensure they support the student's educational plan.

No field trips may be made to locations, activities, or programs where students will be treated unfairly based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, equal rights, and opportunities in the educational institutions of the state.

- 2. Field Trip Funding and Supervision:** Instructional funds may be used to order one chaperone ticket per four enrolled students and two chaperone tickets per five or more enrolled students (up to eight students). Enrolled students in a family refers to children living, part- or full-time, with a parent/guardian, irrespective of adoptive status or marital status of the parents/guardians and enrolled in Lake View Charter School.

Enrolled students are limited to one school-sponsored overnight field trip per year with admission paid using instructional funds for the student and an adult chaperone in accordance

with our chaperone policy.

It is the responsibility of parents/guardians to ensure proper supervision over their children enrolled in Lake View Charter School at all times during a school-sponsored trip. Chaperones may take their own non-enrolled children as guests on appropriate school-sponsored trips as long as space permits and in accordance with venue guidelines. Chaperones must assume full responsibility for their children's behavior. Unless noted and an additional waiver has been signed, an adult chaperone is required to accompany a student on a field trip regardless of the student's age or grade level. Chaperones must be 18 years of age or older and may not be enrolled as a student in Lake View Charter School.

Field trip hosts shall use a field trip attendance form to track attendance, emergency contact information, and identify any adults authorized to pick up students, if applicable. Field trip hosts shall have emergency contact phone numbers for the field trip team and the designated program administrator.

All students, chaperones, and guests on a school-sponsored trip are under the jurisdiction of Lake View Charter School and shall be subject to school disciplinary rules and regulations. If a serious discipline incident occurs during a field trip, the hosting teachers shall notify the program administrator immediately.

- 3. IEP and 504 Accommodations:** If a student requires field trip accommodations as identified in the student's Individual Education Plan (IEP) or Section 504 plan, the parent/guardian/learning coach may request field trip accommodations from the Director of Educational Services and Field Trip Coordinator.
- 4. Field Trip Attendee Responsibilities:** All persons attending a field trip shall have waived all claims against the Lake View Charter School or the State of California for injury, accident, illness or death occurring during or by reason of the field trip. All adults, parents, guardians, and guests attending any field trip shall sign a statement waiving all claims.

Before a student can participate in a school-sponsored field trip, the field trip team shall obtain parent/guardian permission for the trip. Parents/guardians will complete any additional venue required waivers and/or documentation prior to a field trip, when applicable.

Parents/guardians are solely responsible for transporting their children to and from field trip locations. Hosting teachers will provide the location and meeting instructions to the parents/guardians prior to a field trip.