



OLIVE GROVE CHARTER SCHOOLS, INC.
FIELD TRIPS & EXCURSIONS

The Olive Grove Charter Schools, Inc. (“OGCS”) Board of Directors 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 OGCS. Such activities supplement and enrich learning and encourage new interests among students, make them more aware of community resources and help students relate their educational experiences to the outside world. Properly planned and executed, field trips and excursions enrich the OGCS 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 OGCS legal liability and financial cost.

The Executive Director (“Director”) 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 OGCS’s educational programs. Teachers are to have a considerable degree of flexibility and innovation in planning field trips and excursions.

Field Trip and Excursion Planning and Approval

All field trips and excursions that take place during school hours must receive prior approval by the Director or designee. The Director or designee ensures that the sponsoring teacher has set out in writing the educational objective of the activity and how the proposed field trip or excursion relates to the OGCS 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.

Any overnight field trips or excursions require Board approval.

If the Director, designee, or the Board does not approve the field trip or excursion, the reasons for not approving the activity must be stated in writing.

The Director or designee 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 Director or designee shall not approve activities that they consider 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 OGCS and its employees 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 learning center and one copy shall be given to the teacher to take on the field trip or excursion.

Accident and Medical Insurance

OGCS does not provide student accident or medical insurance.

Supervision of Field Trips and Excursions

The sponsoring teacher must be present to supervise the field trip or excursion. The Director or designee shall be designated as the emergency contact for the group on the field trip or excursion.

A first aid kit shall be in the possession of the sponsoring teacher or accompanying employee at all times during

the field trip or excursion.

OGCS 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 any other school employee accompanying the field trip or excursion. All reports will be submitted to the Director or designee within 24 hours of completing the fieldtrip.

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 school 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 and sometimes required to participate in field trips and excursions to assist with supervision of students. Parents/guardians accompanying the group shall receive clear information regarding their responsibilities from the sponsoring teacher. Prior to the field trip or excursion, the Director or designee may hold a meeting for parents/guardians accompanying the 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 may 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 vehicle, 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, if responsible for driving children other than their own, such parents/guardians shall provide proof of liability insurance. Proof of insurance with a minimum coverage of \$100,000/ \$300,000 shall be given to the Director or 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. A copy of a valid driver license, car registration, and insurance shall also be provided.

Under no circumstances shall students transport other students except siblings and then only with parental/guardian permission.

OGCS shall take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used.