Adopted/Ratified: _____
Revision Date: _____

CITIZENS OF THE WORLD CHARTER SCHOOLS LOS ANGELES
FIELD TRIPS & EXCURSIONS POLICY

The Governing Board of Citizens of the World Charter Schools Los Angeles ("CWC LA") recognizes and supports the concept of connecting our students with the broader community, both locally and globally, by providing field trips, cultural and art experiences, community service opportunities, and environmental education to fulfill CWC LA's mission and philosophy. These activities help to promote tolerance, understanding, and acceptance of others, and enrich the educational experiences of the students, as well as meet CWC LA's goal of creating passionate life-long learners. When a student is alert, observant, curious, reflective and respectful, learning and growth can occur anywhere, at any time, and, as educators, we must facilitate this dynamic process. There is no boundary to learning.

The safety and security of our students is a primary priority when planning or participating in field trips or excursions. These activities will be carried out in an appropriate manner to maximize and ensure student safety and to minimize CWC LA's legal liability and financial cost.

The teaching team will continue to research and provide enriching learning opportunities to share with their students both within the classroom and in the broader community.

Definition
A field trip or excursion is defined as students leaving school grounds.

Monitoring Field Trips and Excursions
The teaching team is encouraged to plan, promote, and produce appropriate, effective, exciting and valuable educational field trips and excursions to expand student knowledge base and growth.

The Principal shall ensure that the field trips and excursions have an adequate number of adults attending and are monitored and are continually evaluated, thereby ensuring that the activities promote the philosophy, goals and objectives of CWC LA's educational program.

A first aid kit shall be in the possession of the sponsoring teacher or an accompanying CWC LA employee at all times during the student field trip or excursion.

Field Trip and Excursion Planning and Approval
The Principal will ensure that the following items will be adhered to for all CWC LA field trips and excursions:

1. The proposed field trip or excursion relates to CWC LA's educational objectives;

2. The correct ratio of adult to students is met for supervision of the activity;

3. A means of transportation to and from the activity is provided, if not within walking distance of the school; and

4. Adequate restroom facilities, food and water will be available during the activity.

The following forms are required for all CWC LA-sponsored field trips and are available in the Main Office:

- "Field Trip Permission Slip" to be signed by the parent of guardian of every child participating in each field trip
- "Field Trip Request Form" to be signed by the Principal or administrative designee for each field trip

Overnight field trips and excursions require both the above procedure and approval from the Executive Director. Overnight field trips also require a minimum of 1 male and 1 female chaperone.

Even though we have a policy of inclusion, there may be a situation when the Principal must use his or her discretion to exclude a student from a field trip or excursion when that student's presence and participation would pose a safety or disciplinary risk. In order to participate in school-sponsored field trips, students are required to maintain passing grades in classes that meet during the scheduled field trip.

The Principal shall not approve any field trip or activity that he/she considers to be inherently dangerous to students.

Permission Slips

Parents/guardians must consent to and sign the individual permission slip form for each field trip or excursion authorizing their child(ren) to attend any field trip or excursion that is planned during the school year. Parents will be given advance notice of each field trip or excursion throughout the school year.

Notwithstanding any other portion of this Policy, all overnight and out-of-state field trips require a permission slip specific to that field trip.

Except as otherwise provided in this Policy, parents/guardians must consent to and sign the walking field trip permission slip authorizing their child(ren) to participate in walking field trips that may include walking students from one school site to another and/or to various neighborhood locations surrounding our schools. Please see the Walking Field Trip Permission Slip contained in the school enrollment packet.

Each permission slip shall include a waiver of all claims against CWC LA, its employees and Board members, agents, LAUSD, and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. Each permission slip must include, but is not limited to, the following:

1. An emergency phone number for the student;
2. Any medications the student is required to take with the time and dosage required;
3. Any medications the student is allergic to; and
4. Any other medical information necessary to ensure the student's safety

A copy of a completed and signed permission slip will be kept on the appropriate CWC LA school site by the Principal and one (1) copy will be given to the teacher to take on the field trip or excursion. These forms will be regularly updated to keep all student information current.

Walking field trips are required for when students need to walk to one school to the other.

Accident Insurance

CWC LA provides student accident insurance which covers medical expenses arising from student injuries on campus or while participating in a CWC LA-sponsored off campus activity. The family's health insurance is primary, but if there is no health insurance, CWC LA's Student Accident Insurance becomes primary. Information and applications for student accident insurance are available from the Principal.

Supervision of Field Trips and Excursions

The teacher who coordinated the field trip will be present to supervise the field trip or excursion. The school Principal or administrative designee will be designated as the emergency contact for the group on the field trip or excursion. Any injuries or unusual incidents occurring during the field trip or excursion will be documented in writing by the coordinating teacher and given to the Principal.

CWC LA employees or volunteers 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.

Students are under the jurisdiction of the Board at all times during the field trip or excursion and CWC LA 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, use of alcohol and/or controlled substances, and any other behavior that may violate CWC LA policies during the field trip or excursion are strictly prohibited.

Parent or Guardian Participation in Field Trips and Excursions

As field trips and excursions are an integral part of the CWC LA learning experience, parents are encouraged to participate in an assisting role with students. The Principal or the coordinating teacher will provide parents and guardians with specific supervisory

guidelines prior to any CWC LA group trip involving students. Topics to be included are: safety regulations, emergency responses, and responsibilities of the parent volunteers and language or behavior requirements of all attendees.

A parent or guardian will be assigned to a specific group of students to supervise and will be responsible for these students at all times during the field trip or excursion. Under no circumstances will a parent or guardian consume alcohol or use controlled substances (except for medications taken under a physician's orders) during a field trip or excursion. The parent or guardian will notify the coordinating teacher, in advance of the field trip or excursion, should he/she be under a physician's orders and using medications.

All parents or guardians volunteering to chaperone field trips and excursions are required to sign a waiver of all claims against CWC LA, its employees, and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion.

Prior to an initial volunteer assignment, volunteers must submit a certificate showing that, within the past sixty (60) days, the volunteer submitted to a Tuberculosis ("TB") risk assessment and, if TB risk factors were identified, was examined and found to be free of infectious TB. If no risk factors are identified, an examination is not required. Volunteers who do not have any risk factors for exposure to TB or who test negative for TB shall thereafter be required to take a TB test every (4) four years. The cost of this TB clearance will be paid by the volunteer, unless stated elsewhere in CWC LA policy.

Volunteers who will volunteer on field trips or excursions, overnight or outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering outside the direct supervision of a credentialed employee. The cost of this fingerprinting and background clearance will be paid by the volunteer, unless stated elsewhere in CWC LA policy.

Transportation

At all times during the field trip or excursion, teachers, staff and parents will use the safest mode of transportation (walking) and the safest and most direct routes of travel. If vehicle transportation is required for a field trip or excursion, all students will be transported by a state certified and licensed transportation operator or provider contracted by the school in compliance with all insurance requirements and applicable state laws. CWC LA teachers, staff, employees, and volunteers are not permitted to provide transportation for any field trip or excursion and shall not transport any students in any way.

Under no circumstances shall students transport other students.

Transportation by air may only be provided by the following: (a) aircraft owned and operated by the state or federal government; (b) chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier engaged in air transportation while there is in force a certificate or permit issued by the Civil

Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or (c) chartered or regularly scheduled aircraft of a passenger air carrier that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission.

Defraying Expenses of Field Trips and Excursions

CWC LA may charge a fee for field trips and excursions pursuant to section 35330 of the Education Code. However, CWC LA will endeavor to keep the costs of any field trips affordable for all students' families. In addition, parents or guardians of students may help defray the field trip and excursion costs through voluntary donations. In no event will a student be prevented from participating in the field trip or excursion due to lack of sufficient funds. In accordance with Education Code section 35330(b), CWC LA will coordinate the efforts of community service groups (including parents or guardians of other students) to supply funds for students in need.

CWC LA complies with AB 1575. Complaints regarding noncompliance with AB 1575 may be filed with the Compliance Officer under the Uniform Complaint Procedures.

No expenses of pupils participating in a field trip or excursion to another state, the District of Columbia, or a foreign country authorized shall be paid with CWC LA funds.

Voluntary Participation

The coordinating teacher will provide alternative educational activities to those students who choose not to attend a specific field trip or excursion. Parents or guardians will have advance notice of any upcoming field trip or excursion and have the option to withdraw their permission for their child(ren) to attend that field trip or excursion.