

Da Vinci Schools

Policy and Procedures

SCHOOL-SPONSORED FIELD TRIPS

Field trips are defined as educational trips away from the classroom or school site, to allow students an experience for the purpose of a firsthand observation such as a museum, a historic place or college or university. Field trips shall be conducted in connection with the adopted course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to a course of study. (Education Code 35330).

School sponsored trips are also activities that may relate to co-curricular activities. Da Vinci school events include but are not limited to athletic team events, approved club outings and student government forums or symposiums, and Da Vinci overnight camp events.

Off campus activities coordinated through seminars or home instruction staff including walking trips to local venues during or after-school hours are also considered events that are provided in connection with the Da Vinci school programs. Examples of school-sponsored events that Da Vinci students are participating in as part of their educational experience are included in Exhibit A.

The Da Vinci Board of Trustees recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance programs offered by the Da Vinci Schools.

Only the Da Vinci Board may approve requests for field trips involving out-of-state, out-of-country, or overnight travel. The Da Vinci Board of Trustees will approve requests of this nature presented by the principal and Chief Executive Officer. All other school sponsored trips shall be approved in advance by the principal.

When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, school and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. Student and parent appeals to exclusion shall be made to the Chief Executive Officer and/or designee in accordance with the complaint processes.

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Chief Executive Officer or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

The Board may approve the use of Da Vinci Schools funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses

of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of Da Vinci Schools equipment during the trip, may be paid from Da Vinci Schools funds. (Education Code 35330)

Trip Approval

1. Teachers, employees or agents of the school planning a one-day trip shall make a request in writing to the principal at least 30 calendar days prior to the desired date for the trip. For overnight, out-of-state, and out-of-country trips, the written request must be submitted to the principal at least 60 calendar days prior to the desired dates for the trip. The written request shall include, but not be limited to, the following information:
 - a. Location, duration and date(s) of the trip. If practicable, an alternate date.
 - b. Method of transportation.
 - c. Estimated number of participants, including number of students, hourly and salaried staff, and chaperones.
 - d. Estimated cost and proposed funding source(s) including any substitute teacher coverage required due to absence of the teacher(s) participating in the trip.
 - e. The purpose of the trip and its relation to a course of study or school-sponsored extracurricular or co-curricular activities. A summary or itinerary of activities shall be included with the request.
 - f. School supplies and/or equipment necessary for the trip.
 - g. The principal shall approve or deny the request and notify the teacher, employee or agent of the school. Identification of any potential concerns or hazards shall be included in the response to the teacher requesting the trip.
2. If a principal approves an overnight, out-of-state or out-of-country trip, the request shall be forwarded to the Chief Executive Officer or designee, who shall review the information and make a recommendation to the Da Vinci Board for action.

Reasons for Denial of a Request

In considering a request for a field trip, the following factors may result in the denial of a request:

1. The proposed trip does not appear to have any connection with a course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities
2. The proposed activities for the trip would be inappropriate for the age and maturity of the student participants

3. The proposed activities for the trip could be considered inherently dangerous to students or pose unacceptable, unmitigated risks
4. The proposed date(s) for the trip conflict with school-scheduled events (*i.e.*, testing)
5. Excessive number of students taking trips on that particular day
6. Specific students would be excluded from participation because they lack sufficient funds, or other discriminatory-based reasons
7. Excessive cost and/or limited financial resources
8. Lack of availability of transportation

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher, employee or agent of the school shall obtain parent/guardian permission for the trip. If the trip involves water activities, specific notification on the permission slip will be indicated.

If the trip is scheduled during the approved school calendar dates or regular school schedule for the student, the school shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against Da Vinci Schools or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330) See Exhibit B for permission forms.

Supervision

The principal shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

1. Students on school-sponsored trips are under the jurisdiction of Da Vinci Schools and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Teachers or other certificated personnel shall be present before students arrive at the pre-determined meeting place at the beginning of the trip and shall remain until all students have left at the conclusion of the trip.

4. Before the trip, the teacher, employee or agent of the school shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
5. Chaperones shall be at 18 years or older, preferably 21 years of age or older and approved by the site principal.
6. Chaperones shall be assigned a group of students and shall be responsible for the monitoring of these students' activities during the duration of the trip and will communicate to students the drop off and/or pick up location if students are separated or allowed to be on own.
7. Teachers, employees/agent of the school, and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip and adhere to all norms established by the Da Vinci School Employee handbook.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)
2. Students who need medication administered during the trip, or under emergency circumstances, shall have access to such medication and assistance with administration of medication, as appropriate. Authorization for administration must be approved by school health care professionals with appropriate physician documentation.
3. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
4. Da Vinci Schools shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)
5. If the Chief Executive Officer or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.
6. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating Da Vinci Schools as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

7. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

Transportation

The Chief Executive Officer or principal, or his/her respective designee, shall determine the most appropriate, reasonable and cost-effective mode of transportation for each approved trip. He/she may authorize the use of Da Vinci Schools vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Da Vinci Board.

The Chief Executive Officer or designee shall ensure that Da Vinci Schools' or contractor has sufficient liability insurance for transportation on school-related trips.

Da Vinci Schools' transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students on school buses or school student activity buses shall address all of the following: (Education Code 39831.3)

1. Determining if students require escort pursuant to Vehicle Code 22112(d)(1)
2. Boarding and exiting a bus at a school or other trip destination
3. Procedures to ensure that a student is not left unattended on a bus
4. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a bus

The transportation safety plan shall be made upon request to an officer of the Department of the California Highway Patrol and revised as required.

Prior to departure on a school-sponsored trip, all students riding on a bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

When school transportation is provided, students may be released from using school transportation only with the advance written permission of their parents/guardians.

For transportation by private vehicle, please refer to the Da Vinci Schools Transportation by Private Vehicle Policy.

LEGAL REFERENCES

EDUCATION CODE

8760-8761 Authorization of outdoor science, conservation, and forestry programs
32040-32044 First aid equipment: field trips
35330 Excursions and field trips
35331 Provision for medical or hospital service for students (on field trips)
35332 Transportation by air
35350 Transportation of students
39830 School bus, definition
39830.1 School pupil activity bus
39831.3 Transportation safety plan
39831.5 Bus safety instruction
39860 Transportation to special activities
44808 Liability when students not on school property
48908 Duties of students; authority of teachers

BUSINESS AND PROFESSIONS CODE

17550-17550.9 Sellers of travel
17552-17556.5 Educational travel organizations

HEALTH AND SAFETY CODE

118947-118949 Prohibition against smoking in motor vehicle with minor

VEHICLE CODE

545 School bus, definition
12814.6 Limitations of provisional driver's license
27315 Mandatory use of seat belts in private passenger vehicles
27360-27360.5 Child passenger restraint systems
27363 Child passenger restraint systems, exemptions

Approved and Adopted by the Da Vinci Schools Board on November 20, 2019

Approved and Adopted by the Da Vinci Schools: L.A. County Board on November 26, 2019

EXHIBIT A

EXAMPLES OF SCHOOL-SPONSORED EVENTS (Exhibit A of the Da Vinci Schools School-Sponsored Field Trips Policy)

Field Trips:

- Walking field trips to local businesses (Yogurtland, etc.)
- Local Parks, Museums & the Griffith Observatory
- Local Colleges & Universities
- Local Beaches (Senior Beach Day)
- Local Historical Sites

Regularly held, Off-Campus Seminars:

- Running (local routes)
- Auto Mechanics (El Segundo Auto Museum)
- Frisbee (Del Aire Park)

Work Experience (at local businesses)

Sports and Athletic Activities

EXHIBIT B

- FIELD TRIP/ACTIVITY PERMISSION FORM AND WAIVER
- OVERNIGHTER/EXPERIENTIAL FIELD TRIP FORM AND CODE OF CONDUCT



FIELD TRIP PERMISSION FORM AND WAIVER

(Use this form for standard day trips only)

(Overnight, Out of State or Experiential Field Trips must use Overnight/Experiential Field Trip Form)

Student Name: _____ Site: _____

Field Trip Location and Address: _____

The trip will depart from and return to: (school name) _____

Field Trip Date: _____

Departure Time: _____ Lunch: Student will be at school during lunch Student will be off-site during lunch

My child is requesting school prepared meal (based on eligibility)

My child will bring a sack lunch

Trip Description:

Class or group attending:

Number of Students:

Additional Items Student Should Bring (if any):

Name of teacher(s): _____ Administrative Approval: _____

Transportation: Method: Student will ride on Da Vinci arranged bus/van

Student will walk to and from location

Student will ride in private vehicle (on file at Da Vinci Schools)

WAIVER OF CLAIM: I understand that AB 766 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against the Charter School for injury, illness or death occurring during or by reason of the field trip or excursion. I therefore acknowledge that as a condition of my son/daughter/ward participating in said activity, I hold harmless and waive any and all claims against the Charter School and the CCSA JPA (and their officers, employees, agents), including, but not limited to, claims arising out of any negligence of any officers or employees of the Charter School, for any injury, accident, illness, or death, or any loss or damage to personal property occurring during or by reason of the participation in said activity.

1. I understand this field trip is optional and attendance by my child is not required and that an alternative activity at Charter School will be provided if I do not give permission for my child to participate.
2. I understand that all students going on this trip will be responsible in conduct to the bus driver(s), to teachers, and, if applicable, adult sponsors at all times.
3. I understand that all field trips begin and end at the School and that all students are required to go and return from this event on the transportation provided, unless prior arrangements have been made and agreed to in writing by the principal, site administrator, or teacher.

AUTHORIZATION TO TREAT MINOR: In the event that I, or other parent/guardian, cannot be reached in an emergency, I hereby give permission to the school staff to secure proper treatment for my child. I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon or dentist and performed by or under the supervision of the medical staff of the hospital or facility furnishing medical or dental services.

PARENT/LEGAL GUARDIAN SECTION: MUST BE COMPLETED

Print Name(s) of Parent/Legal Guardian: _____ Work Phone: _____

Other Parent/ Legal Guardian Work Phone: _____

Emergency Contact Person: _____ Emergency Phone Number: _____

Pagers, cell phones, e-mail: _____

Physician/Health Insurance Name: _____ Policy Number: _____

Phone: _____ Student's Critical Medical Needs/Allergies/Conditions: _____

I acknowledge that I have carefully read this document and understand the information therein. I agree to each of the terms and acknowledgments above, and agree to permit my child to participate in the trip described above.

Date: _____ **Parent /Legal Guardian Signature:** _____

CHAPERONES: If agreement has been reached with the supervising teacher, and I chaperone students on this trip, I will comply with all Charter School requirements pertaining to the chaperoning of students.

Print Name _____ **Signature** _____ **Date:** _____



OVERNIGHTER/EXPERIENTIAL FIELD TRIP PERMISSION FORM AND WAIVER

Your child has received charter school approval to participate in a field trip which involves your student leaving the Da Vinci Schools campus under the supervision of a Da Vinci Schools staff member, indicated below. All of the expectations as outlined in the schools' handbooks apply to students participating in off-campus excursions.

Student Name: _____ Teacher: _____

Departure: _____ @ _____ AM/PM Return: _____ @ _____ AM/PM

Overnighter Location: _____

WAIVER OF CLAIM: I understand that AB 766 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against the Charter School for injury, illness or death occurring during or by reason of the field trip or excursion. I therefore acknowledge that as a condition of my son/daughter/ward participating in said activity, I hold harmless and waive any and all claims against the Charter School and the CCSA JPA (and their officers, employees, agents), including, but not limited to, claims arising out of any injury, accident, illness, or death, or any loss or damage to personal property occurring during or by reason of the participation in said activity.

1. I understand this field trip is optional and attendance by my child is not required and that an alternative activity at Charter School will be provided if I do not give permission for my child to participate.
2. I understand that all students going on this trip will be responsible in conduct to the bus driver(s), to teachers, and, if applicable, adult sponsors at all times.
3. I understand that all field trips begin and end at the School and that all students are required to go and return from this event on the transportation provided, unless prior arrangements have been made and agreed to in writing by the principal, site administrator, or teacher.

AUTHORIZATION TO TREAT MINOR: In the event that I, or other parent/guardian, cannot be reached in an emergency, I hereby give permission to the school staff to secure proper treatment for my child. I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon or dentist and performed by or under the supervision of the medical staff of the hospital or facility furnishing medical or dental services.

PARENT/LEGAL GUARDIAN SECTION: MUST BE COMPLETED

Name of Parent/Legal Guardian: _____ Phone: _____

Emergency Contact Person: _____ Phone: _____

Physician's Name: _____ Phone: _____

Health Insurance Carrier: _____ Policy Number: _____ Phone: _____

Student's Critical Medical Conditions / Dietary Needs / Allergies: _____ (if none, please initial here ____)

I understand that all students participating in this trip will be expected to adhere to all of the rules & expectations of student conduct outlined in the Da Vinci Schools Student Handbook and on the reverse side of this document. I agree to abide by these policies, and I understand that violation of these rules may result in my being sent home at my parents' expense and possible removal from Da Vinci Schools.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



OVERNIGHTER/EXPERIENTIAL FIELD TRIP CODE OF CONDUCT

Student Name: _____

It is our intent that the Overnighter will be a fantastic experience for all students. To facilitate this, all students are expected to abide by the Da Vinci Schools Student Handbook and Code of Conduct. Sections of this code of conduct specifically applicable for the overnighter are below. Failure to abide by these expectations may result in disciplinary action, including being sent home from the Overnighter at parents' expense and/ or suspension and/or removal from Da Vinci Schools.

Students: Please initial next to each of the paragraphs below to indicate that you have read and understand them.

DRESS CODE

Standard Da Vinci Schools dress code does not apply for the Overnighter, but all clothing worn by students must not be overly revealing or have inappropriate content. _____

PERSONAL RIGHTS

For Da Vinci to be a safe, open, and effective school, students must respect the personal rights of others in the school and neighboring community. Rudeness, profanity, or malicious behavior – physical or verbal – will not be tolerated. _____

PROPERTY RIGHTS

Absolute respect for property rights of others is expected of all members of the school. Stealing or vandalism in any form, including the unauthorized "borrowing" of another's belongings will not be tolerated. In addition to respecting the property belonging to other students, the staff, and the school, students must also respect the property rights of the venue and the transportation provider. _____

DRUGS, ALCOHOL, TOBACCO AND SMOKING PARAPHERNALIA (INCLUDING VAPORIZERS)

Drugs, alcohol, and smoking (including vaporizers) are prohibited in the school, on the campus, and at off-campus school functions. Violations may lead to suspension and/or removal from Da Vinci Schools. _____

VANDALISM

No one is to injure, destroy, or deface property, including but not limited to the transportation vehicles and the host facility property. Vandalism will be dealt with severely. All will treat the building with care and respect. Parents and guardians will be responsible for paying for any damage done to the building by their child. People with any information about damage done should report it to the principal. Writing or spray painting inappropriately on or around campus (graffiti), carving on school furniture/fixtures, mishandling a book, breaking a window, destroying equipment or damaging materials are all infringements on the right of the Da Vinci community. _____

WEAPONS - Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, and anywhere on school functions on or off the premises. Violations will lead to expulsion. Items that appear to be weapons are prohibited as well. _____

You should bring:	You should NOT bring:
<p style="text-align: center;">Bath Towel & Toiletries Change of clothes including warm clothes for the evening Comfortable shoes Sleeping bag & pillow Re-fillable water bottle Sunscreen Swimwear & Towel (optional)</p>	<p style="text-align: center;">Computers/Tablets/other expensive electronics Skateboards/Scooters Food/candy/gum Prohibited items (see above)</p>

Student Name: _____ Student Signature: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____